

## PUBLIC ACCESS COMPUTER POLICY

1. A user must be registered and in good standing as a computer and/or card holder to use the computer.
2. The library will provide each user with an individual orientation session as needed. During that session the correct operation of the computer and rules for use will be explained.
3. After patrons are oriented and have signed a computer user agreement and user directory registration form, they may use the computer. A child's computer user agreement must be signed by his/her parent or guardian. This agreement identifies the patron as having been shown how to use the computer and has demonstrated his/her ability to use the equipment appropriately. The computer user agreement is filed at the library.
4. Internet supervision is the responsibility of the parent or legal guardian. Children under the age of 18 must be accompanied by a parent/guardian approved adult user who has a responsibility statement on file, or have a signed waiver form from a parent or legal guardian on file. This waiver gives parental/guardian permission and approval for the minor to access the Internet without adult supervision.
5. The Salem Public Library provides Internet services to use resources from information networks throughout the world. The Internet, while providing access to ideas and information, is an unregulated medium. As such, it may enable access to some material that may be offensive, disturbing, and/or illegal. The library cannot successfully control or monitor the vast amount of material accessible. Individual users must accept responsibility for determining content and suitability.
6. While library personnel does not provide monitoring of minors, those found to be accessing sites, using electronic mail, chat rooms, and other forms of direct electronic communications to engage in offensive, disturbing, potentially harmful and/or illegal communications, or gaining unauthorized access, including "hacking" and other unlawful activities can have their computer/Internet rights revoked and their parents/guardians notified.
7. Unauthorized disclosure, use, and dissemination of personal identification information regarding minors is prohibited.
8. Use of the computer will be scheduled by reservation. Patrons may use the computer for longer periods of time if no one else has reserved it. The time begins on the hour and ends at ten minutes before the next hour. The library clock is the official timepiece.
9. Reservations may be made up to one week in advance, one use per day. A patron has until 10 minutes past the hour to claim his/her reservation. After that time the reservation may be forfeited to another patron. Reservations will be made on a first come, first served basis.

10. No more than two people may sit at the computer at one time. Both must have a responsibility statement on file.
11. Patrons using the computer who are disrupting the library may be asked to leave.
12. Patrons may not bring their own program disks.
13. Use of the computer is limited to normal library hours.
14. Computer equipment may not be checked out of the library.
15. Patrons misusing the equipment may lose their computer privileges. Patrons are responsible for paying damages if they abuse the library's computer equipment or software.
16. If the microcomputer is not operating for any reason, the patron's time will be canceled. It is up to the patron to make another reservation.
17. Salem Public Library reserves the right to review any material in files or programs on the public access computer and delete privately stored information.
18. The use of the Internet system is a privilege which may be revoked by the library at any time for abusive conduct. Such conduct would include, but not be limited to, the placing of unlawful information on the system, the use of obscene, abusive or otherwise objectionable language in either public or private messages, chatting, instant messaging, pornography or violation of this agreement. The Salem Public Library will be the sole arbiter of what constitutes abusive conduct.
19. Any use of the Salem Public Library's Internet access for commercial purposes is prohibited.