

UNADILLA PUBLIC LIBRARY COMPUTER USE POLICY

- 1. Sign in at the librarian's desk to request use of the Unadilla Public Library computers.**
- 2. To gain access to the Internet, you must be a library card holder in good standing and sign a copy of our Internet policy. See the librarian.**
- 3. Independent Internet users must be at least 10 years of age. Those under 10 MUST have a parent also sign our Internet policy and BE IN THE LIBRARY when the child is using the Internet. The library reserves the right to request proof of age.**
- 4. Computer use, of the Internet or of the computer's software, is for a HALF HOUR. If no one is waiting to use the computer, that time MAY be extended ANOTHER HALF HOUR by the librarian. The library reserves the right to make accommodations for business/school project purposes.**
- 5. COMPUTER USE IS LIMITED TO 2 HALF HOUR VISITS, OR 1 HOUR A DAY.**
- 6. The computer area is for the SOLE USE of computer users. One person is allowed at a computer unless an adult is accompanying a child. Please refrain from conversations with other computer users. If absolutely necessary, please keep it to a whisper**
- 7. There will be no food or beverages at the computer.**
- 8. Do not add or install, remove or delete any program or software.**
- 9. No program will be saved to a hard drive. Use your own flash drive to save material.**
- 10. When finished, close all programs in use and, if applicable, log off any accounts you used.**
- 11. Mis use by tampering with, altering, editing or damaging computer hardware/software will be grounds for revoking computer usage and may result in criminal charges/suspension of library privileges.**
- 12. Please leave the computers ON when you are finished.**

**COPY CHARGES: .20 cents for EACH black copy
.50 cents for any copy with color on it**

Revised: January 20, 2020