

## Internet and Computer Use Agreement

### *Mission Statement*

*The Friench Simpson Memorial Library provides materials and services to Hallettsville and Lavaca County residents and library visitors to help meet their personal, educational and professional needs. To assist in accomplishing this mission the library provides computers for public use and Internet access. Computer access at the library is free and open to all library users. In order to preserve this unrestricted access, we ask all computer users to abide by the following rules and requirements:*

1. To protecting our youth and be sensitive and aware of the rights of all of our patrons. the following regulations apply:
  - Accessing, downloading and printing sites containing pornography or other offensive graphic materials and/or text are not acceptable and is, therefore expressly prohibited.
  - Any attempts to bypass the library filter, alter hardware, software, desk top or web browser setting on the computers are expressly prohibited.
  - Patrons who violate the computer use policy will be asked to exit the website immediately and in the case of repeated abuse, may be asked to leave the library.
  - Patrons who continue to violate this policy will lose their library and/or library computer use privileges.
2. Parents are responsible for overseeing their children's use of the library public access computers. All of the library's computers are filtered; however, such internet filters are not a perfect safeguard against objectionable materials. The staff is not responsible and does not monitor the content of Internet sites visited by any patron, whether minors or adults. The filtering is offsite so staff cannot unblock the filter.
3. All computer users are required to have a Friench Simpson Memorial Library card or a guest pass obtained at the circulation desk. A user must be in good standing with the library (i.e. no fines over posted limits or lost items) to be eligible to use the computers.
4. The library's public access computers are available on a first come first serve basis with reservations available. The library uses an automated reservation system and all users must sign in at the circulation desk.
5. Internet help will be provided by the library staff on a limited basis depending on staff available and scope of inquiry.
6. Users sign up for 60 minute blocks of computer time. A patron may request and be granted additional time on the computer if no reservations are pending.
7. If you leave the computer workstation before your allotted time is over, please log off the computer. This will keep others from accessing your materials. Log off by clicking the exit button at the bottom right of the screen. DO NOT shutdown the computer.
8. The library has no "plug-in internet access" for laptop computers, but laptop users may access the wireless Internet anywhere inside or outside the library at no cost, no time limitations, and no password.

9. Users may use their own USB memory sticks or other storage devices to save their personal data for the library computers. The library is not liable for damages to personal data or memory devices that are lost or damaged when information is copied from the library computers.
10. Users are responsible for being aware of all possible copyright restrictions while using the Internet. Most information on the Internet is copyrighted, so if you are not sure that you have a legal right to use Internet materials, then you should not attempt to duplicate it.
11. Printing from the Internet and other applications is allowed. B/W copies are .15 per page and color copies are \$1.00 per page. All copies must be picked up and paid for at the circulation desk.
12. Users cannot use the library computers for illegal or criminal purposes.

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City Council Approval

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Library Board Approval

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Date

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Date