

GUIDELINES FOR ACCEPTABLE USE OF COMPUTERS FOR THE CUERO MUNICIPAL LIBRARY

Computer access at the Cuero Municipal Library is free and open to all library users. In order to preserve this open access policy, we ask all computer users at our library to abide by the following guidelines:

- 1. Limit time use to 30 minutes or less.** When other patrons are waiting to use a computer, library staff may ask you to leave a computer when your 30 minutes are up during peak computer use time. Patrons needing computers for education purposes such as school research are granted priority status over those using computers for purposes not directly related to information seeking.
- 2. You may check and send email on the library computers only if you have web-based email (such as Yahoo or Hotmail). Chat channels and newsgroups are not allowed.**
- 3. Accessing sites containing pornography or other graphics or text that are unsuitable for children or that may offend library users or staff is not acceptable.** Patrons who violate this policy will be asked to exit the site immediately. *Patrons who continue to violate this policy will lose their computer privileges for a period of time to be determined by the Librarian.* Patrons are encouraged to report policy violations.
- 4. Parents must accept responsibility for children's use of the Internet while at the library.** Children 12 years and younger must be accompanied by the parent or guardian while accessing the Internet. A parent or guardian's signature is required if the user is younger than 16 years old. Access by minors to materials deemed "harmful to minors" is prohibited. Users, including minors, are warned that other individuals may obtain unauthorized access to personal information and/or may misrepresent themselves. Users, including minors, are advised not to share personal identification information to unknown or otherwise unverified sources via electronic communication.
- 5. Do not alter settings for the computer hardware or software, the desktop, or web browsers.** *Violators, including minors, may lose their computer privileges for a length of time to be determined by the Librarian.*
- 6. Copyright restrictions must be followed. It is the patron's responsibility to adhere to copyright restrictions.** Unless otherwise stated, most information available on the Internet is copyrighted.
- 7. Black and white copies may be printed from the library computers at a cost of 10 cents per page and color copies at 1 dollar per page.** Please pay at the circulation desk.
- 8. The Cuero Municipal Library reserves the right to end any computer or Internet session at any time for any reason. No deliberate tampering with the system will be tolerated.**