

SBL COMPUTER ACCESS POLICY

By using the library computers, you are accepting the library's rules and indicating that you understand your responsibilities. Violation of these rules may result in limited or no access to Library computers.

Library computers and networks (inc. wireless) may experience downtimes due to technical problems. The library cannot guarantee successful connections to the Internet or access to all sites and programs.

1. Patrons are free to use any computer.
2. All computers should be identical with identical settings and programs. Sometimes the machines do not appear this way. Staff has no control over this.
3. A user who has been on the computer for 30 minutes or longer, may be asked to relinquish the computer if someone is waiting and all machines are occupied. If no one is waiting for a computer, a user may continue until there is need.
4. One person should use the computer at a time. A maximum of 2 people may work at one computer station together provided they do not block access ways and remain exceptionally quiet, so as to not disturb others.
5. **DO NOT:**
 - a. INSTALL, SAVE or DOWNLOAD information on local machines.
 - b. ALTER, REMOVE or DAMAGE configurations, software or hardware. This includes changing settings.
 - c. ATTEMPT to gain unauthorized access to library computers.
6. Users are responsible for basic computer skills. Library staff help is limited and library staff cannot be responsible for laptop users.
7. The library and staff is NOT responsible for loss or destruction of personal files or for virus transmissions.
8. Library users are expected to observe all copyright laws.
9. * The Internet is a global, electronic information network. The library does NOT monitor or filter and has no control over the information accessed on the Internet. Parents and guardians, NOT THE LIBRARY, are responsible for Internet information and use accessed by their children. The library does not censor controversial or inappropriate information.

* However, computer users may not engage in activities that are illegal and should be sensitive that their computer use may be visible to others.

* Users engaging in activities that other library users are finding a problem with may be asked to engage in their computer use at other times or at other machines.

PRINTING & SAVING

- Black and white printing is available for .15 a page.
- Color printing is available for .20 a page. (See Librarian's for assistance.)
- Information may be saved to a non-library sponsored e-mail account or saved on to a user's portable USB disk. The library does not supply means for saving documents.

We reserve the right to change these policies at any time.