

### **304 Equipment and Computer Use Policy**

The library utilizes internet management software to manage its public computers. Patrons are limited to one hour of use per day and usage is on a “first come, first served” basis. Internet sessions may be limited to a one-half (1/2) hour sessions during peak times or when others are waiting to use the computers. Internet sessions may be extended for up to one hour per day, in 30 minute increments, to a maximum of two hours per day. Extension of internet sessions is based on availability of computers.

Downloading from a website onto the hard drive of the library’s computers is prohibited. All downloading must be done to a data storage device. Data disks of various types are available for purchase from the library and patrons will be charged accordingly.

The library offers color and black and white printing at a per page charge. All copy jobs must be paid for before they will be released to the print station.

Copyright laws forbid duplication of copyrighted software. Only software programs supported by the library are available for use on the public computers. Use of personal software of any type is prohibited on library computers.

The library may not be able to support patrons enrolled in online courses due to Internet time restrictions and potential software issues.

The library reserves the right to limit, refuse, and/or ban any patron from using the library equipment and computers.

The Internet Access Policy (appended) and any utilization policies will be posted at the Internet computers.