

## Public Access Computer Use Policy

Sanilac District Library provides computers for public use during regular library hours for access to the Internet, the library catalog, reference databases and word processing.

The *Public Access Computer Use, Internet Use, Wireless Internet Use Policies* and *Internet Use Disclaimer* should be read carefully as they explain Sanilac District Library's service, expectations and user responsibilities. This policy incorporates Sanilac District Library's continued commitment to and support of user privacy, Public Act 212 (MCL 397.606) and confidentiality as do any guidelines or policies regarding library materials, electronic or otherwise.

### **Eligibility**

Both residents and nonresidents of Sanilac District Library's legal service area may use the public access computers. Library card registration is required for use. Guest cards may be issued to nonresidents with proper identification for a one-time only computer use. Children 7 years old and younger must be supervised by an adult who remains in attendance at the computer to assume responsibility and provide assistance. Every patron must register at the Circulation Desk before using a public access computer.

### **Public Access Computer Use and Overdue Materials**

Patrons with overdue materials and/or outstanding fines are required to return materials and pay fines in order to retain computer privileges.

### **Scheduling**

First time users must apply for a library card. On each subsequent visit, users must register at the Circulation Desk before using a computer. A computer will be assigned to the patron. Patrons may not move to another computer without permission. To assure equal access for everyone, public access computer use will be limited to 60-minute time slots on a first come first served basis. If no one is waiting, time may be extended. During times when there is more demand for computers (as determined by library staff), sessions will be limited to 30-minute time slots. Computers may not be reserved. Computers will not be available 30 minutes prior to the library's closing time. Only one person is permitted at a workstation at a time in the Computer Room. Permission to work in pairs at computers outside the Computer Room may be given as long as talking is kept at a quiet conversational level.

### **Hardware Responsibilities**

Library patrons must use the computers and equipment in a manner that does not damage the equipment. Computer users will be held responsible for any damage they cause to the computer. Parents are responsible for damage caused by their children. Changing the configuration of any software or hardware on any computer is prohibited. Devices such as flash drives may be used to save data. Patrons may not shut down the computers or turn off any equipment.

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## **Software Responsibilities**

Sanilac District Library provides educational, reference and word processing software for use in the library on the public access computers in order to provide an opportunity for the community to enhance technology skills. Patrons are advised that software cannot be copied due to federal copyright restrictions. Any software program or data from any portable storage device that is not owned or licensed by Sanilac District Library may not be installed on any computer.

In order to protect the library's computers and network from viruses, patrons may not download information to any computer hard drive. Patrons may save information to a flash drive. USB drives may be purchased at the Circulation Desk for a small fee. No other device may be plugged into any computer.

## **Printing**

All print jobs are sent to a common printer located at the Circulation Desk. Printouts are charged the regular copying fee. All printing must be completed fifteen minutes before closing. Patrons must follow all rules related to the use of the printers while using public access computers.

## **Assistance and Training**

Library staff provide limited assistance for basic start-up procedures only. Staff may also be available to assist with simple software questions as time permits. Assistance with complex questions and word processing document preparation cannot be accommodated. Library staff cannot provide in-depth computer training.

## **Computer Classes**

Computer classes may be offered periodically at Sanilac District Library to residents of our legal service area. Persons who take the classes must obtain a library card. A non-refundable fee may be charged to participants. Payment is due upon registration.

## **Catalog Computer**

The dedicated catalog computer is provided to help patrons gather information about Sanilac District Library's collection of materials. It is intended to be used as a "card catalog", providing patrons with information from title, author and subject databases. The catalog also shows where materials are located in the library. Patrons may print out selected bibliographies at the normal printing fee. Library personnel are available to provide assistance. This computer is not intended for any other use.

## **Circulation and Staff Workstation Computers**

Computers and equipment located in all staff work areas are for use by library personnel only.

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