

COLOMA PUBLIC LIBRARY INTERNET/COMPUTER GUIDELINES

WHO MAY USE (PART A): Coloma Public Library patrons who are in good standing. You must have a Coloma Public Library patron card with you to access the Internet and complete the statement of responsibility for the computer equipment and acknowledgement of acceptance of the Library's Internet policy. (See bottom of this page).

PART B: Minors under the age of 17 must have parental or guardian authorization to use the Internet. All minors 12 and under must have a parent or legal guardian present while they are using the Internet. To provide proper supervision, parents must be within visual distance of the computer their child is using.

COST: 10 cents per black & white sheet & 25 cents per color sheet will be charged for ALL printouts.

TIME LIMITS: The use of the Internet/computer is on a first come, first-served basis; no reservations may be made for specific time periods. An individual will have only 30 minutes while others are waiting.

ASSISTANCE: Library staff may show patrons basic commands needed to use the Internet/computer, but are unable to give detailed instructions due to time constraints.

USE OF DISKS: Downloading of small data files may be done to 3 1/4" discs and flash drives only. Downloading music and large picture files is not permitted. 3 1/4" discs may be bought from the library for \$1.00 per disc or you may use your own disc or flash drive. Flash Drives are not available for purchase.

DAMAGES: Any patron damaging the hardware, software, or other equipment of a public access work station will be charged for the repair or replacement of the item(s).

ACCEPTABLE USE: This workstation is to be used for Internet/computer research only. Chat rooms and game playing are also prohibited.

UNACCEPTABLE USE: A patron found abusing the policies of these Internet/computer workstations will have Internet/computer privileges taken away from them for 1 (one) month. This would include, but not limited to, displaying offensive images or damages to equipment.

STAFF AUTHORITY: The library reserves the right to modify software programs and files in order to maintain the integrity of the computer systems.