

Apollo Memorial Library (AML) Policy: Public Computer Use

AML provides free access to Public Computers and the Internet. Access to the Public Computers and the Internet is a privilege, not a right. Violations of this policy will result in the temporary or permanent loss of Public Computer privileges.

RULES OF CONDUCT

- Public computers may not be used for illegal activity, to access illegal materials, or to access materials that are obscene, pornographic, or harmful to minors.
- Public computers may not be used for any activity that is deliberately offensive or creates an intimidating or hostile environment.
- Public computer users may not modify, download, or install software, including instant messaging.
- Public computer users may not in any way alter, damage, abuse, or sabotage public computer equipment or software and will be liable for costs arising from malicious damage to public computer equipment or software.
- Public computer users will not make any attempt to gain unauthorized access to restricted files or networks.
- Public computer users will respect copyright laws and licensing agreements, and be solely responsible for any violation thereof. AML software may not be borrowed due to licensing restrictions.
- AML cannot control, and is not responsible for, the content or accuracy of information accessed over the Internet. AML is not liable for direct, indirect or consequential damages related to the use of information accessed through AML's public computers or the Internet.
- Public computer users must comply with the food and beverage restrictions as explained in the AML Food and Beverage Policy.
- It is the responsibility of the parent or legal guardian to monitor minors' use of the AML Public Computers.
- Public computers are available on a first come first serve basis. In times of heavy demand computer use may be limited to ½ hour at the discretion of AML Staff. Any additional computer use will be subject to availability and at the discretion of AML Staff.
- A computer user who has already had two hours of computer time will immediately leave the terminal when directed by AML Staff.
- Public computer users must end their session and leave the terminal when asked to do so by AML Staff.
- By mutual agreement, two persons may share one Public computer as long as their behavior or conversation does not disturb other computer users, other AML patrons or AML Staff.
- AML charges per page printed as posted at the front desk. Payment for printing services is required upon delivery. Public computer users may not remove pages from the printer. Payment must be made for all pages printed, even those that were not wanted or needed. It is advised that items be cut from Internet pages and pasted onto a word processing program before printing. AML Staff can give instruction as to how that is done.
- AML Staff can give assistance with AML public computers, but not instruction on their use. Tutorials for Microsoft Office® programs are available online.
- Signature of Parent/Legal Guardian required if patron is under 18 years of age.
- Patron, Parent/Legal Guardian required to show photo identification to AML Staff to verify ID.
- Patron, Parent/Legal Guardian is required to re-submit the computer use form on a yearly basis and show photo identification to AML Staff to verify ID.
- First time computer users will receive a copy of this AML policy.

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I have read the rules of conduct on page one of this policy and, by signing this paper I have agreed to comply with them.

Name of Patron (Please Print Clearly) _____

Address _____

Phone Number _____ Birth Date (If under 18) _____

Signature (Patron)/Date _____

Parent/Legal Guardian (Print Clearly) _____

Signature (Parent/Legal Guardian)/Date _____

Signature of Parent/Legal Guardian is required if patron is under 18

AML Staff Use:

Photo ID's have been shown and ID is Verified (Staff Initial and Date) _____