

## Computer Rules Policy

- 1) If you wish to use the computers, please read and follow the guidelines that are posted in that area. If you have any additional questions, please ask at the Front Desk.
- 2) Sign your first and last name on the computer sheet assigned to each computer, as well as the time and date that you are using it. Failure to do this may result in being given an assigned time or you may have to wait until a later time.
- 3) Each person is allowed two hours per day on the computers (in 30 minute increments.) This 30 minute period may be extended if there is no one waiting.
- 4) Searching for offensive topics, videos and images are not allowed. You will be asked to leave the library if this occurs.
- 5) Do not save passwords, log into chat rooms, or use instant messaging services on library computers. Do not save any personal information or pictures on our computer for your privacy.
- 6) The only people allowed to be near the computers are the ones currently using them. Everyone else must stand aside or sit and wait their turn. Please respect the privacy of other computer users, both adults and children. Only one person is allowed to sit in each chair.
- 7) If you have fines over \$5.00 you will lose the privilege of using our computers until the fines are paid and all overdue items are returned.
- 8) Social Networking site use is limited to those over 14 years of age. Networking tools, such as Skype, with voice usage requires using the conference room and is limited to availability. You must provide your own equipment.
- 9) Any violation of the above rules may result in expulsion, the term of which depends on the offense (short term or permanent).

**I have read and understand the computer policies and rules. I agree to abide by these rules and know that my computer privileges may be revoked if I do not follow these rules.**

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Printed: \_\_\_\_\_

**If user is under 14: As a parent/caregiver, I understand that I am responsible for my child's conduct in the library and on the computer. My child may have their computer privileges revoked if he/she does not follow these rules.**

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Printed: \_\_\_\_\_

**\*\*These signatures will be valid through the next policy revision which will occur in March 2021.**

Adopted by the Oakwood Public Library District Board: December 9, 2008

Revised by the Oakwood Public Library District Board: April 19, 2011; March 10, 2015; March 20, 2018