OXFORD MEMORIAL LIBRARY
CENTRAL SCHOOL DISTRICT #1

COMPUTER AND INTERNET POLICY

1. Anyone wanting to sign up to use public access computer must have an orientation.
2. Computer users must sign in at Front Desk.
3. Computer users must have a current, fine-free library card.
4. Patrons my sign up for ½-hour segments.
5. Patrons will be limited to two ½-hour segments per day.
6. Users are to close out of whatever programs they were using when finished but are <u>not to turn off machines</u>.
7. Staff will turn computers off ½-hour before closing.
8. Children under the age of ten must be accompanied by an adult to use the computers.
9. Only two people will be allowed at a computer station at one time.
10. Printing is $.25 per page. Please pay at front desk.
11. No food or drink is allowed in the Library.
12. Do not add or delete programs.
13. Do not save to the hard drive – use a 3-½ inch floppy, CD, or flashdrive to save your work.
14. Children under the age of 18 must have parent come in and sign Filtering Release Form to have filter turned off when they are using the library computers.

Tampering with, altering, editing or damaging computer hardware and/or software will be grounds for revocation of computer use privileges and may result in criminal charges and/or suspension of Library privileges.

We do not assume responsibility for information or content of information found on the web.

Internet users must respect the privacy and sensibilities of others. Display or printing of sexually explicit or pornographic images of and essentially prurient nature is inappropriate for a public environment and is prohibited.

Approved by the Board of Trustees on October 3, 2000

Maureen Hoke
Patricia Ford
Bill Troxell
Jeanne Walsh
Ann Spencer-Livingstone
Linda Doughty

Revised by board of trustees August 13, 2008
Revised by board of trustees April 15, 2009

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