

Richfield Springs Public Library
Computer Policy

The Richfield Springs Public Library is dedicated to providing patrons with up to date technology, including computer usage, wifi, printing and scanning capabilities. In order for proper use and understanding of a patrons rights and responsibilities in terms of these technologies, the following computer policy has been created.

Computers are available for all patrons and guests (herein referred to only as patrons). The computers provided are run by a PC Reservation system and must be accessed through a guest pass or library card.

Computers are available for 30 minute periods. If there is no one waiting for a computer, the reservation system will automatically grant another 10 minute period. After these 10 minutes pass, if no one else is waiting for the computer, the user can request a 30 minute extension. The librarian or clerk reserves the right to deny anyone an extension of 30 minutes.

If a patron is applying for a job or taking a test, their time will be extended to meet their needs.

Minors and computers

Minors are able to use the computers. The library has a filtering software in place to assist in blocking malware and inappropriate sites from popping up during browsing. The library staff will not act in absence of a parent in regards to computer usage.

Wifi

Public wifi is accessible to all patrons of the library. Patrons must agree to the internet terms and usage listed below. Wifi is available during the hours in which the library is open.

Printing

Black and white as well as color printing is available for patrons. Black and white printing is by donation, unless the amount printed exceeds 20 pages, in which it then is \$0.20 per page. Color printing is \$0.50 per page.

Scanning

If a patron wishes to have an item scanned and emailed to them the library will do so. Scanning is at no cost to the patron.

Directions of how to use the PC Reservation system and the Envisonware printing software are available for all staff.

At anytime the librarian or clerk on duty can deny access to wifi or computers if necessary.

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