

Springfield Library

Patron Computer Use Policy

Springfield Library has a responsibility to provide material and information presenting all points of view and the Library supports access to all formats of material to meet the informational needs of the community. In keeping with this mission, the Library offers computer access.

Users of the Springfield Library computers must agree with the following policy statements.

Patron computer users:

- Will abide by the posted *Rules for Patron Computer Use*
- May use the library's computers for lawful purposes only
- May not use library computers for unlawful purposes and are personally responsible for any consequences of copyright infringement through their use of library computers
- Recognize that the library is not responsible for the content of the Internet, which contains material which may be inaccurate or offensive to some individuals
- Recognize that parents and/or guardians are responsible for their children's Internet sessions and material selections

The library is not responsible for the Internet information accessed by children

- May not change settings of library computers without the express permission of the library staff
- Are strictly prohibited from tampering with or disabling the library's computer hardware or software, or introducing malware
- May not run their own personal software on library computers
- May download from the Internet to the users' own storage media

The Library assumes no responsibility for damage to users' computer equipment or data files resulting from downloads from the Internet

- May print at a per page printout charge set by the Springfield Library Board of Trustees which is immediately payable to library staff
- Agree to abide by Springfield Library's *General Rules and Regulations*

Additionally:

- Children under the age of 13 may use computers when supervised by a parent/guardian
- Library staff can provide basic assistance to computer users, but cannot provide in-depth individual instruction

Springfield Library assumes no liability for any loss or damage to users' data or media, nor for any personal damage or injury whatsoever incurred as a result of using the library's electronic resources. This includes, but is not limited to, damage or injury sustained from invasions of the user's privacy.

***Serious or repeated violations of the Patron Computer Use Policy
may result in suspension of Library services.***

Adopted by the Springfield Library Board of Trustees February 10, 2021

Springfield Library

Rules for Patron Computer Use

Patron computers are available only during open hours and are available on a walk-in basis.

Users of Springfield Library's patron computers are required to observe these rules:

Computer users:

- Will sign the Computer sign-in sheet and write down their starting time
- Will limit computer use to 30 minutes at a time
If no one is waiting, the time can be extended to 1 hour
- Will not disturb other library patrons or patrons at other computer stations
- Will not make unnecessary noise or talk loudly
- Will use headphones when listening to audio on the computer
- Will return the computer screen to the home page when finished
- Will be asked to cease, use a privacy screen, or be moved to another computer if the nature of the content being viewed on the Library computer disturbs other library users
- Will observe Springfield Library's *Patron Computer Use Policy* and *General Rules and Regulations*

**PATRON COMPUTERS ARE TURNED OFF 10 MINUTES
BEFORE THE LIBRARY CLOSES.**

**ANYONE BREAKING ONE OF THESE RULES WILL LOSE
ALL COMPUTER PRIVILEGES.**