

COMPUTER USE POLICY

Basic Computer rules:

1. Patrons accessing the Internet must have a library card in good standing or an approved guest card. All Internet users must be in compliance with the library's Internet Policy.
2. Patrons are not allowed to install any programs on library computers, bypass security software, or modify files, passwords, or data belonging to others.
3. No information can be saved to the hard drive. Patrons must save to a flash drive or CD-RW prior to the Pharos time limit shutdown or logging off. The computers automatically revert to pre-use configuration whenever log-off occurs.
4. Downloading of any music to a CD is expressly forbidden due to copyright law.

Printing

6. All print jobs will be routed through the front desk to the network printers.
7. Charges are \$.20 per page for black printing and \$1.00 per page for color prints.

Headphones

8. Headphones can be checked out and must be worn by the patron for all programs that generate sound. Patrons are not allowed to use headphones as a speaker lying on the computer table.
9. If two persons are sharing a computer and request a second set of headphones, library staff will attach the second set.
10. Patrons are allowed to bring their own headphones for sanitary reasons. Library headphones will be cleaned by library staff between uses as often as deemed necessary or at the request of a patron.

Other Peripherals

11. All patrons must bring their own disks.
12. All computers will accept flash drives or CDs.
13. Digital cameras may be attached to computers as long as hardware and software are compatible and photos are not copyright-protected. Photo CDs will be allowed under the same rules.

Time Limits

14. Priority will be given to those conducting research and patrons that have not had previous computer time that day whenever computer use is heavy.
15. If at least 2 other computers are available for use, patrons may request additional time.