

Computer and Internet Use Policy

The Internet is an international collection of computer networks that can communicate with each other. It is a powerful tool for finding information, but it is not always a substitute for other library resources. Patrons are encouraged to ask the Librarians for assistance in finding the best sources for their research.

The Case Memorial Library does not assume responsibility for the accuracy, content, completeness or type of information found on the Internet. Internet services are not filtered in any way, in accordance with the policy recommended by the American Library Association.

The Case Memorial Library does not monitor or control the content of material available through this medium. The library DOES NOT act in loco parentis. It is the policy that parents or legal guardians must assume responsibility for deciding what resources are appropriate for their children.

Procedures

1. All Internet users must sign in each time to access the Internet stations. The library does not accept reservations. Access is on a first come, first served basis. Time is limited to 30 minutes per session if others are waiting to use the computers. There is a maximum of two people per workstation at a time.
2. The public computer areas are reserved for quiet study and computer use. Talking to others or to oneself at a level audible to others for extended periods of time is not permitted. Disruptive behavior such as shouting or loud talking is not permitted anywhere in the Library.
3. Adults may not use the computers in the Children's Department unless accompanying their child or children.
4. Children in grade six or under may not use the adult Internet computers without an adult present.
5. Children age six or under may not use the computers in the Children's Department unless accompanied by an adult.
6. The Case Memorial Library staff's availability to help computer users is limited. Users must have basic skills in using the Windows environment.
7. Making digital copies of library materials is not permitted.
8. Downloading to external media is permitted.
9. Patrons are required to provide and use earphones when listening to computer audio. Listening to audio or video recordings at a level audible to others is not permitted.
10. Computer printouts are \$.15 per sheet. Patrons are required to pay for all pages that they print as soon as service is rendered. Printouts can be retrieved from the network printer at the downstairs Circulation Desk or the network printer in the Children's Department.
11. Viewing of pages that display pornography is inappropriate for a public and open environment and is prohibited.
12. The Library Director and staff have the right to require patrons to discontinue use of computer and Internet service if they do not follow the procedures outlined or if their usage is disruptive to other patrons.