

## Stirling-Rawdon Public Library

Policy Type: Operational

Policy # OP0823

Title of Policy: **Computer Usage**

Computers and the internet are available free of charge to patrons and members of the public.

The Stirling-Rawdon Public Library reserves the right to limit or ban any patron from accessing the computers within the library. Patrons who have outstanding overdue fines may be prohibited from accessing the computers until the account is paid. This is at the discretion of staff.

Internet usage is on a first-come, first served basis. Patrons are entitled to ½ hour on the computer. If no patron is waiting, then the original user may remain on the computer for a longer time period. If another patron is waiting to use the computer, and the original user has already finished their time allotted, then they will be asked to log off. There is no filtration software on the public access computers however, any patron found accessing inappropriate websites that may contain obscene or pornographic images or text will be asked by staff to log off. If this patron continues to employ the library computer in this manner, the CEO has the right to prohibit the patron from using the computers.

Patrons using the library computers for illegal activities will be asked to log off.

Patrons wishing to print an article from the computers will be charged a fee, as set out by the CEO/Library Board.

There is also a fee for using the photocopier, as set out by the CEO.

Children between the ages of 10-14 are required to have an Internet permission form signed by either a parent or guardian before accessing the library's Internet network and children under the age of 10 must be accompanied by an adult in accordance with our Unattended Children Policy #OP294/10E.

This permission form is kept on file at the Library.

### **Internet Permission Form**

As the parent or guardian of \_\_\_\_\_, I accept full responsibility for my child's use of the Stirling-Rawdon Public Library's Internet service. I have read the above Computer Usage Policy and I understand that the library's access to the Internet is intended and designed for educational and informational purposes. I will not hold the library responsible for materials or information acquired by my child through the use of the library's Internet service. I hereby give permission for my child to use the library's network for Internet access and certify that the information contained on this form is correct.

Child's Name: \_\_\_\_\_ Child's age: \_\_\_\_\_

Parent's/Guardian's Name \_\_\_\_\_ Phone Number \_\_\_\_\_

Parent's/Guardian's Signature: \_\_\_\_\_

Date: \_\_\_\_\_