

POLICY NAME:	Use of Public Computers
NUMBER:	
ADOPTED BY:	LaSalle Public Library Board of Trustees
DATE:	August 26, 1998
REVISED:	Feb. 28, 2001, Mar. 27, 2002, Jan. 28, 2004

POLICY:

The LaSalle Public Library welcomes the use of computers by its patrons and provides the following guidelines for their comfort and convenience:

ELIGIBILITY

Adults or minors over the age of 12 may use the equipment unattended. Children under the age of 12 who wish to use the library's computers must be accompanied by a responsible adult. Users must produce their valid LaSalle Public Library card and/or other proper identification. The library card and/or other identification will be held at the circulation desk until the user signs-out. Those individuals holding a LaSalle Public Library card must be in good standing with the library before they can use the computers.

USE OF PUBLIC COMPUTERS

All individuals using the computers must sign-in and sign-out at the circulation desk. One piece of software may be checked out at a time for in building use only.

Individual computers may be used by no more than two persons at a time.

Users are expected to have adequate knowledge of hardware and software to enable them to work with minimal assistance of library staff. Users are expected to operate equipment in a proper manner, and with respect for others' rights to privacy and quiet concentration.

Users are responsible for any damage to computer hardware or software due to carelessness or misuse of the equipment. This includes repair or replacement of damaged items.

The library reserves the right to terminate an individual's use of the computer for any reason, including disruptive or destructive behavior.

SCHEDULING

Reservations for the computers may be made via the telephone or on a walk-in first-come-first-serve basis.

Computers may be reserved in half-hour increments. If no patrons are waiting to use the computer additional slots of half-hour increments may be scheduled. If users are late for their reserved time slot, the equipment will not be held after the scheduled time. Rather it will be released to any waiting patrons. Staff may limit computer usage to 3 hours per day at their discretion.

The Express Station may be used for 15 minute intervals to complete quick searches.

FEES

Patrons may use the computers free of charge; however printing fees will be assessed at the following rates:

- users will be charged a minimum of 15 cents per sheet for black and white copies
- users will be charged a minimum of .25 cents per sheet for color copies

Copy fees are subject to change at the discretion of the Board of Trustees of the LaSalle Public Library.

USE OF PERSONAL SOFTWARE AND OTHER COPYRIGHT CONCERNNS

Users may bring in their own personal software or diskettes. However, all software and diskettes must be registered at the circulation desk when signing-in. Staff will perform a virus scan on all personal software. Staff reserve the right to disallow use of personal software at their discretion.

Users are prohibited from violating the security system, or any destruction of, damage to, or unauthorized alteration of the library's computer equipment and/or software. Users are also prohibited from unauthorized duplication of copy-protected software or violation of software license agreements.

The Library reserves the right to delete files saved on the hard drive periodically.

OTHER

Library staff is solely responsible for the maintenance of computer equipment. If the equipment is damaged, out of paper or ink, or otherwise not functioning properly, users should immediately report the problem to a staff member at the circulation desk. This will help minimize the time the equipment may need to be out of service.

The Library assumes no responsibility for damages, direct or indirect, arising from the use of its computer. The Library is not responsible for users' loss of data.

COMPLIANCE WITH POLICY

Use of library computer equipment assumes knowledge and acceptance of the library policies stated above. Failure to adhere to these guidelines may result in the elimination of library privileges as outlined in the policy entitled *Patron Conduct*, (Breach of Policy section).

These rules may be supplemented, altered, added to or changed by the LaSalle Public Library Board of Trustees at its discretion.