

# Computer Use Agreement

We make our public computers available to all people who enter our doors. In order to make computer access comfortable for all users we have rules for acceptable use.

## General Rules

- 🖨️ All users must register with a Library staff person before using a computer.
- 🖨️ Computers are available on a first-come first-served basis.
- 🖨️ There is a 60-minute time limit on all Internet connected computers if another person is waiting.
- 🖨️ Computers may be reserved for staff use and may therefore not be available for public use.
- 🖨️ All computers will be turned off 15 minutes before the library closes for the day.
- 🖨️ Users are responsible for damage to the computer they are using. Replacement costs will be charged to the user registered on the computer at the time of damage.
- 🖨️ Print outs cost 20 cents per sheet for B & W and 30 cents per sheet for color regardless of whether you supply the paper. The cost is in the printer cartridge. To avoid printing unwanted sheets, please use the "Print Preview" option listed under "File" on the top tool bar.
- 🖨️ Users **may not** download anything to the hard drive (C:).
- 🖨️ Users **may** download to a CD or thumb drive (flash drive). CDs are available at the Circulation desk for \$1.00 each.

## Internet Provisions

- 🖨️ The Internet is an essential medium for obtaining and transmitting information of all types. Public access to the Internet is an important part of the library's mission. In accordance with the federal Children's Internet Protection Act, all computers connected to the Internet are filtered.
- 🖨️ **Since no filter is entirely reliable, the library affirms the right and responsibility of parents/guardians, NOT library staff, to determine and monitor their minor children's use of the Internet.**
- 🖨️ Unacceptable uses of computers includes the following:
  1. Uses that violate the law or encourage others to violate the law. Transmitting of offensive or harassing messages; offering for sale or use any substance the possession or use of which is prohibited by law; **viewing, transmitting or downloading pornographic materials or materials that encourage others to violate the law (Title 18 Pa. C.S. 5903: No person, knowing the obscene character of the material or performances involved, shall display or cause or permit the display of any explicit sexual materials as defined in subsection C...in any public thoroughfare where minors, as a part of the general public or otherwise, are or will probably be exposed to view all or part of such materials...)**; downloading or transmitting

confidential, trade secret information or copyrighted materials. Even if materials on the networks are not marked with the copyright symbol, users should assume that all materials are protected unless there is explicit permission on the materials to use them.

2. Uses that cause harm to others or damage to their property. Engaging in defamation (harming another's reputation by lies); uploading a worm, virus, "trojan horse" or other harmful form of programming or vandalism; participating in "hacking" activities or any form of unauthorized access to other computers, networks, or information systems.
3. Uses that compromise the safety and security of minors when using e-mail and other forms of direct electronic communications. Minors under age 18: Giving others private information about one's self or others, including credit card numbers and social security numbers; arranging a face-to-face meeting with someone one has "met" on the computer network or Internet without a parent's permission.

### **Software Provisions**

-  Only web-based e-mail programs can be used on library computers. For example: gmail, Yahoo or on the web page of your home Internet service provider.
-  Users are not allowed to install software on the computers. This includes games.

### **Parental Supervision**

-  Users between the ages of 10 and 18 years of age must have their parent's signature on the agreement form before they will be able to use the computer.
-  Children under the age of 10 who wish to use the Internet must have a parent seated next to them.

### **Loss of Computer Use Privileges**

-  Violations of the rules listed above will result in the loss of privileges.
-  At all three libraries the first offence will result in permanent suspension of computer use privileges.
-  Unlawful activities will be dealt with in a serious and appropriate manner.

### **Copyright Law**

**U.S. copyright law (Title17, U. S. Code) prohibits the unauthorized reproduction or distribution of copyrighted materials, except as permitted by the principles of "fair use." Users may not copy or distribute electronic materials (including text, images, programs or data) without the permission of the copyright holder. Responsibility for consequences of copyright infringement lies with the user. The Union County Library System is not liable, nor any of the System libraries.**