

JERVIS PUBLIC LIBRARY

GENERAL RULES FOR ALL COMPUTERS USED IN THE LIBRARY

Any use of the library's computers or Internet access (including WiFi) must conform to all federal, state, and local laws, as well as to local sensibilities, and must preserve the computers' integrity and the confidentiality of the user and others.

Use of library computers and Internet access constitutes agreement to observe all computer rules and the library's *Internet Access Policy*.

Computers are available while the library is open until 15 minutes prior to closing time. New reservations for library computer use can only be made up to 21 minutes prior to closing.

Patrons may reserve and use library computers with their own library cards only. Those eligible for free library cards must have them in their possession to use computers. New, courtesy, and replacement library cards can be issued quickly and free of charge for those who do not have them in their possession.

Use *Hide Screen* so session does not time out if you leave momentarily whether to pick up printouts, use the restroom, or to step away to use a cell phone. After 15 minutes in *Hide Screen*, staff may cancel the reservation if it appears you have left or are no longer using the computer.

No food or drink may be placed or consumed near a library computer.

Please use headphones or mute all sound. Users may use their own, if compatible, or may purchase earbuds at the Circulation Desk. The volume must be at a level so others cannot hear it.

Max. of two patrons, who must be seated, at one computer. Aisles must be clear.

If you have a problem with a computer or a fellow computer user, seek assistance of library staff. Do not attempt to rectify a situation on your own.

Disclaimers:

- Jervis Library limits the length of computer sessions and the number of sessions to 5 (five) per patron per day to balance access and equitable resource sharing.
- The library does not guarantee privacy for those using computers in the library.
- Library computers are made available "as is." There is no guarantee that all web content, file formats, or devices will work or be accessible on library computers.
- Users may not change the settings or save work on library computers.
- USB devices may be attached to computers at users' risk; no technical support can be provided.
- The staff will provide basic assistance in the use of library computers & Internet access as time & expertise allow. Lengthy one-on-one assistance may not be available on a walk-in basis. Option: The library provides free computer classes and Gadget Labs. Inquire at the Information Desk.

Computer users who violate library rules may be asked to terminate computer or Internet use, may be denied future access to computers, and may be required to leave the library premises. Parents/guardians of minor offenders will be notified. Authorities will be called if local, state, or federal laws are violated or when a situation warrants their intervention as determined by library staff.

These rules may be revised as the library deems necessary

JERVIS PUBLIC LIBRARY

COMPUTER LAB (18 years and older)
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(One guest age 18+ may accompany the Lab user, who takes responsibility for the guest's behavior. Guest may not use the computer.)

To be eligible to use the Computer Lab, Users Must:

- Be 18 years of age or older.
- Have a Mid-York Library System library card.
- Have fines of \$4.50 or less.
- Guest passes cannot be used in the Computer Lab.

To Use Lab Computers:

- Reserve time at the Reservation Station using your library card.
- Pick up and pay for all printouts at the Print Release Station.
- Time may be reserved up to 2 weeks in advance in person or by telephone (336-4570). If making reservations by phone, please have your library card number.

Sign-Up Limitations:

- Two (2) hours of reserved time per day.
- Lab users must arrive within five minutes of the start of their reserved time or the reservation will be canceled.
- Users may extend the session only if no one else has reserved time.

Use of Reserved Time:

- Lab users must be prepared to vacate computers as the session will end automatically.
- Printing must be completed during the reservation. (You may use Hide Screen function so the session doesn't time out when you leave the computer.)
- If a session is not extended, the computer will automatically reboot at the end of the session.

To Retain Lab Privileges:

- Abide by Internet Access Policy, Computer Rules of Use, and Rules of Behavior.
- Maintain a library card with \$4.50 or less in fines.
- Failure to adhere to the rules will result in the revocation of computer lab privileges.

JERVIS PUBLIC LIBRARY

Computers in the Main Library are available on a first come, first served basis.

To Be Eligible To Use Computer Cluster or Express Terminals, Users Must:

- Be 14 years of age or older.
- Have a Mid-York Library System library card.
- Users not eligible for a library card may obtain a guest pass.

MAIN LIBRARY – COMPUTER CLUSTER (Age 14 and older)
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To Use Cluster Computers:

- Reserve time at the Reservation Station using your library card.
- Reservations grant a user 30 minutes of computer use.
- Users who have used their 30 minute reservation may extend the session if no one else is waiting.
- If a session is not extended, the computer will automatically reboot at the end of the session.
- Extended sessions will not be permitted once another reservation is made.
- Pick up and pay for printouts at the Print Release Station. (You may use Hide Screen function so the session doesn't time out when you leave the computer.)

MAIN LIBRARY – EXPRESS TERMINALS (Age 14 and older)

To Use Express Terminals:

- Reserve time at the Reservation Station using your library card.
- Reservations grant user 15 minutes of computer use.
- Computer will automatically reboot after 15 minutes of use.
- If computer is inactive for 3 minutes, it automatically logs out.
- Sessions cannot be extended on Express Terminals.
- Pick up and pay for printouts at the Print Release Station. (You may use Hide Screen function so the session doesn't time out when you leave the computer.)

JERVIS PUBLIC LIBRARY

CHILDREN'S ROOM – COMPUTERS (Age 13 and under)

Computers in the Children's Room are available on a first come, first served basis.

To Be Eligible To Use Children's Room Computers, Users Must:

- Be 13 years and under.
- Have a Mid-York Library System library card (users not eligible for a library card may obtain a guest pass).
- As a courtesy, and to balance use of library's limited resources, an accompanying caregiver may use the designated caregiver computer while in the Children's Room supervising children. Please see staff at the Reference Desk(s) for a caregiver reservation. (This computer is for caregivers only.)

To Use Children's Room Computers:

- Reserve time at the Reservation Station using your library card.
- Reservations grant a user 30 minutes of computer use.
- Users who have used their 30 minute reservation may extend the session if no one else is waiting.
- If a session is not extended, the computer will automatically reboot at the end of the session.
- Extended sessions will not be permitted once another reservation is made.
- Pick up and pay for printouts at the Print Release Station. (You may use Hide Screen function so the session doesn't time out when you leave the computer.)
- Please Note: Preschool children must be accompanied by a parent, guardian, or caregiver AT ALL TIMES.