

JERVIS PUBLIC LIBRARY

GENERAL RULES FOR ALL LIBRARY COMPUTERS

Any use of the library's computers 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 constitutes agreement to observe these rules and the library's Internet Access Policy.

Computer users who violate library rules will be asked to leave the computers, may be denied access to computers for a minimum of three days, and may be required to leave the library premises. Repeat or flagrant offenders will lose privileges for longer periods. Parents/ guardians of minor-aged offenders will be notified. The police will be called if local, state or federal laws are violated.

Computers are available while the library is open until 15 minutes prior to closing time.

Disclaimers:

- The library cannot guarantee privacy for those using computers in the library.
- Library computers are made available as configured, or "as is." **DO NOT** change the settings of library computers.
- The library does not guarantee that all web content, file formats, or devices will work or be accessible on library computers.
- USB devices may be attached to computers with available USB ports; however, you do so at your own risk, and no technical support will be provided.
- The staff will provide basic assistance in the use of library computers and resources as time & expertise allow. Lengthy one-on-one assistance cannot be provided. Option: The library provides periodic free Internet classes. Inquire at the Information Desk.

Use Headphones To Listen To Sound:

- Request headphones at the Information Desk, if not already at the computer.
- Users may use their own headphones if they are compatible with library equipment.
- When headphones are not available, please mute all sound.

Observe Time Limits:

- Relinquish your computer promptly & cooperatively when informed that your time is up or the library is closing.
- The library reserves the right to limit your use of library computers to two hours per day.

Two Seated Persons Per Computer, Maximum. (Exception: Computer next to Information Desk and 15 minute computers only accommodate one person.)

If you are having a problem with a fellow computer user, please seek the help of a staff member. Do not attempt to rectify the situation on your own.

PRINTOUTS

You are responsible for paying for any printouts you generate. **Please ask for help BEFORE printing.**

- **10¢ per page for BLACK & WHITE printouts**
- **20¢ per page for those that include COLOR in any amount**

Pick up and pay for all printouts at the Main Desk:

These rules may be revised as the library deems necessary.

JERVIS PUBLIC LIBRARY

COMPUTER LAB (Validated Users – 18 years and older ONLY)

(One guest of age 18+ may accompany the Lab user, who takes responsibility for the adherence to all applicable rules.)

To Obtain Lab Privileges, users must:

- Be 18 years of age or older.
- Have a fine-free card from any Mid-York Library System library.
- Receive Computer Lab Orientation from a staff member.
- Sign a Computer Lab User Agreement.

To Use Lab Computers:

- Reserve time and sign in and out at the Information Desk.
- Leave library card with staff at Information Desk while using computer.
- Remain on assigned computer.
- Pick up and pay for all printouts at the Circulation Desk.
- Pick up library card at Information Desk when done with computer.
- *If difficulties are encountered, inform the librarian at the Information Desk.*

Sign-Up Limitations:

- Two (2) hours of reserved time per day. Time may be reserved up to 2 weeks in advance in person or by telephone (336-4570).
- Lab users must arrive no later than ten minutes after the start of their reserved time or forfeit the reservation.

Use of Reserved Time:

- Lab users must be prepared to vacate their computer so as not to run into another user's reserved time.
- Printing must be completed during reserved time.

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 and with no fines over one year old.
- Failure to adhere to the rules will result in the revocation of computer lab privileges (three strikes rule). After one year, lab privileges may be reinstated by petitioning library administration.

JERVIS PUBLIC LIBRARY

MAIN LIBRARY – INTERNET COMPUTERS (Age 14 and older)

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

Sign-Up Limitations:

- BEFORE USING a computer, obtain a computer ticket at the Information Desk.
- Users are eligible for an Internet ticket once in the morning (9:30am – 1:00pm), once in the afternoon (1:00pm – 5:30pm), and once in the evening (5:30pm – 8:30pm).
- A ticket that spans two time periods counts as the eligible ticket in both time periods.

Ticket Rules:

- Tickets grant a user 30 minutes of computer use. (Exception: 15 minutes at express terminal.)
- Users with expired tickets will be asked to relinquish the computer if others are waiting.
- Users with expired tickets may remain on the computer if no one else is waiting.
- If you have been bumped from a computer, or have already had a ticket during the current time period (morning, afternoon, or evening), you must wait until the next time period before obtaining another ticket or being placed on the waiting list. *If there is an open seat, you MAY be able to use the computers on a “Walk-On” basis.*

Walk-On Rules:

- Walk-on tickets are not available for Express Terminals.
- Users may ask for a walk-on ticket at the Information Desk only if there is an open seat. A walk-on user may never bump anyone off a computer.
- Walk-on users will be the first to be bumped for users eligible for tickets.

Waiting List Rules:

- If no computers are available, ask to be placed on the waiting list at the Information Desk.
- Those on the waiting list will be called when a computer becomes available. Persons not responding when called will be taken off the waiting list and the next person will be called.

Rules for Express Terminals:

- Users must have a ticket (obtained at the Information Desk).
- Tickets are good for 15 minutes.
- No “walk-on” tickets.
- After logging in, users have 15 min. to use the computer before they are automatically logged out.
- If the terminal is inactive for 3 minutes, it automatically logs out.

JERVIS PUBLIC LIBRARY

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

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

Sign-Up Limitations:

- BEFORE USING a computer, obtain a computer ticket at the Children's Desk or at the Information Desk.
- Users are eligible for an Internet ticket once in the morning (9:30am – 1:00pm), once in the afternoon (1:00pm – 5:30pm), and once in the evening (5:30pm – 8:30pm).
- A ticket that spans two time periods counts as the eligible ticket in both time periods.

Ticket Rules:

- Tickets grant a user 30 minutes of computer use.
- Users with expired tickets will be asked to relinquish the computer if others are waiting.
- Users with expired tickets may remain on the computer if no one else is waiting.
- If you have been bumped from a computer, or have already had a ticket during the current time period (morning, afternoon, or evening), you must wait until the next time period before obtaining another ticket or being placed on the waiting list. *If there is an open seat, you MAY be able to use the computers on a "Walk-On" basis.*

Walk-On Rules:

- Users may ask for a walk-on ticket at the Children's Desk or at the Information Desk only if there is an open seat. A walk-on user may never bump anyone off a computer.
- Walk-on users will be the first to be bumped for users eligible for tickets.

Waiting List Rules:

- If no computers are available, ask to be placed on the waiting list at the Children's Desk or at the Information Desk.
- Those on the waiting list will be called when a computer becomes available. Persons not responding when called will be taken off the waiting list and the next person will be called.

SPECIAL CONSIDERATIONS

- Accompanying parents, guardians, or caregivers may use Children's Room computers while in the Children's Room supervising children, ***as long as no child needs a computer.***
- When using computers, preschool children must be accompanied AT ALL TIMES by a parent, guardian, or caregiver.