

EFFECTIVE NOVEMBER 1, 2009

5.8 POLICIES AND PROCEDURES FOR LIBRARY PC USE

In order to provide equal opportunity and responsible access to Internet resources and personal computer applications for as many users as possible, the Library uses the Pharos Internet Reservation Station. Purchase Region residents must have a valid library card to sign-in to the system. Visitors to our area may request a temporary guest pass.

We have created the following policies and procedures to guide your usage:

- Computer access is available on a first-come, first-served basis with a 90 minute time limit each day for each patron. Advance reservations may be made only through the Pharos System in person at the library.
- Using your library card, scan or enter your barcode number at any available computer or the Internet Reservation Station. **Use of a library card other than your own will result in loss of computer privileges.**
- Enter your password. If this is your first time, you must choose your password which you will then use every time you sign-on.
- When a computer is available, you will be told which computer is assigned to you. You have ten minutes to sign in before your reservation expires.
- If no computer is free, you will be notified that your name has been added to the queue.
- When your computer is ready, your name will appear with the computer number available on the reservation monitor.
- Sign-in at your assigned computer with your barcode and password
- You will be asked to agree to the library's Internet Policies and Procedures before proceeding.
- You have 90 minutes of computer use each day in the library and may use your minutes in any way you wish on either floor. You may choose to stay on the same computer for your entire time, or check in several times during the day.
- If you need to leave the computer to make a phone call or to take a restroom break, you may lock it while you are gone. Your time will still be running while you are gone.
- The computer will notify you at 10 minutes and 2 minutes before your time expires so you may complete work on your projects. At the end of your time, the computer will shut down.
- After seven minutes of non-use, the computer will automatically log off of your reservation. Your unused time for that day will remain credited to your account.

- Pharos will keep reservations for 10 minutes after the reserved time, when the system will automatically cancel the reservation
- The first **10** pages you print are free each day. You may pick them up at the printer located nearby.
- Any further pages you print will be 10 cents per page. You should pay at the Information Services desk and the pages will then be released to print.
- Material from the Internet may be printed and downloaded. U.S. Copyright Law (Title 17, U.S. Code) prohibits the unauthorized reproduction or distribution of copyrighted material except as permitted by the principles of "fair use." The responsibility for any consequences of copyrighted infringement lies with the user.
- Headphones are available for sale.
- Users may not
 - Make any attempt to damage computer equipment or software; alter software configurations; cause degradation of system performance
 - Use any workstation for illegal or criminal purposes (Paducah City Ordinances 66-111 et. Seq.)
 - Engage in any activity which is disruptive or offensive.
 - Use sounds or visuals which might be disruptive to others
 - Violate another user's privacy

Patrons may download data to a CD or a flash drive. Patrons who do not bring their own disks may purchase one at the Information Desk.

Fines on a patron's card of over \$10 will block the card for computer use until paid, effective November 1, 2009.

Laptop computers are also available for checkout. Patrons must read, agree, and sign the usage terms before they are allowed to use the laptops. Patron must have a photo i.d. and a up to date library card to access these laptops. Patrons may not use both the public access computers and laptops in the same day.

Local area network computers are also available for homework usage, resume building, and other non-recreational uses without a time limit. Internet access is not available and the same policies apply as the public access computers and the laptops.

Violation of the rules described above will be dealt with in a serious and appropriate manner. Illegal acts involving library-computing resources may also be subject to prosecution by local, state, or federal authorities