

SINKING SPRING PUBLIC LIBRARY'S COMPUTER/INTERNET POLICY

General Use:

The library's computers will be available to the public from when the library opens in the morning until 15 minutes before the library closes for the day.

Patrons are expected to refrain from any activities that might damage or alter the machine, its programs, stored files, and operating files. Patrons will be responsible for paying the costs of repairs to the hardware and software if their actions caused the damage and computer privileges will be withdrawn.

A patron's own Berks County library card must be presented at the circulation desk before the patron uses the computer or patrons may ask for a guest pass. Out-of-county users can request a guest pass.

When a patron logs into the computer, the patron must agree to the internet use policy. Children under 15 must have a parent's or legal guardian's signature on the library card application form and be accompanied by a parent or legal guardian, present in the library, while the child is utilizing the computer.

Viewing of certain materials in the public library may be considered improper in time, place or manner. Libraries reserve the right to terminate an Internet session that disrupts library services or involves user behavior that violates library policy.

Computers will be automatically shut down 15 minutes before closing.

No food or drinks are allowed near the computers.

Time Limits:

Use of the computer will be on a first-come, first-serve basis.

Time using the computer will be limited to forty-five-minute blocks if others are waiting to use the machine.

Computer users will be limited to two (2) hours per day of computer time. Time may be extended if the computers are not needed for use by other patrons.

Library staff reserves the right to prioritize patron needs and allot time accordingly.

Saving Files:

Patrons may temporarily save material to the hard drive or desktop. Saved materials are automatically deleted when patrons end their computer session.

Patrons may save work in progress to a flash drive.