

Gouverneur Public Library (Reading Room Association of Gouverneur) Computer Use Policy

Rules Governing Use:

1. Computer users must check in at the circulation desk
2. Patrons under the age of sixteen will be required to have a parent or guardian with them
3. No more than two people will be allowed on any one computer at a time
4. Computer use may be limited to half hour increments if there is a high patron demand for computers
5. Total computer use time may be limited to one hour per day for fair patron use
6. Computer use is limited to the hours that the library is open
7. If a user must save files or downloaded data, they must supply their own USB drive
8. Staff are available for computer help as time allows
9. Computer use ends 10 minutes before closing time
10. Users will need to pay for any copies they print. Patrons need to double-check how many pages and or copies of a document they have selected before hitting the print button
Copies are twenty-five cents per copy for black and white and fifty cents per copy for color
11. Anyone observed to be viewing an obscene or inappropriate site will lose their computer privileges
12. Library staff reserves the right to remove inappropriate materials from the computer and to instruct the patron to refrain from seeking similar sites
13. Inappropriate use or behavior will terminate computer use immediately
14. Unlawful activities will be dealt with in an appropriate manner

A User Must NOT:

1. Eat or drink at computer workstations or near library-owned electronics
2. Become impatient with staff for computer failures or any other issues that are out of the control of staff.
3. Use the PC's to gain unauthorized access to the Library's network or computer systems or to any other network or computer systems.
4. Obstruct other people's work by consuming large amounts of system resources or by deliberately crashing any library computer system
5. Make any attempt to damage computer equipment or software
6. Make any attempt to alter software configurations
7. Make any attempt to cause degradation of system performance
8. Use any Library computer for any illegal or criminal purpose
9. Violate copyright laws or software licensing agreements in their use of library computers
10. Engage in any activity which is deliberately and maliciously offensive, libelous, or slanderous
11. Install or download any software

The library may deny or withhold computer/Internet privileges and other library services for infractions of these policies. The parents or guardians of minors may also lose their computer privileges and other library services for infractions of these policies.

Access by Minors: Computers have a commercially produced filter, which attempts to block sites that might be considered objectionable. The filter is set to block sites that could be offensive to some users. The library cannot and does not guarantee that the filter will always block objectionable sites. Parents may wish to supervise their children's Internet sessions. Library staff cannot be responsible for supervising minors while they are using the Internet.

Revised: August 11, 2022