



# OZARK REGIONAL LIBRARY

## Computer Usage Policy

### Computer Usage

- Users will check out computers in two-hour sessions.
- Computer guest passes are available for non-patrons.
- Users may not download files to public computers; temporarily storing a document for editing and/or printing purposes is acceptable as long as the patron deletes the item after editing/printing.
- Users may not use their own software programs on public computers.
- Computer use will be available on a first come, first serve basis.
- A printer is available. Patrons are responsible for all copies sent to the printer.
- Misuse of the computer will result in the loss of computer privileges and may include charges for damaged equipment.

### Internet Access Guidelines

- Information services provided through the Internet are intended for private use. Any commercial or other unauthorized use is forbidden.
- Computers are intended for educational, research, and job opportunities.
- While Ozark Regional Library filters content, it does not monitor and has no control over the information accessed through the Internet and cannot be held responsible for its content.
- Intentional or repeated use, possession, or transmission of materials which are considered obscene, abusive, or otherwise prohibited by local community standards is prohibited.

### Supervising Children

- Children under 10 years of age must be accompanied by a parent or legal guardian.
- Minors 10-18 years of age must have parent/legal guardian permission to use the Internet.
- The public library does not serve *in loco parentis* (in place of parent)—the responsibility for what minors read or view on the Internet rests with the parent or guardian.

### Staff Assistance

- Staff can assist patrons in accessing the Internet.
- Help with printing or other functions may not always be available.
- Staff cannot provide in-depth training, but one-on-one Q&A sessions are offered (see staff).
- Staff cannot help with online functions that require patrons' private information.
- USB drives are available to check out for use on the public computers.
- The library is not responsible for viruses or other damage resulting from accessing the Internet.