Goshen Public Library Computer Use Policy

Approved by the Library Board of Trustees: November 2004
This policy is subject to revision at any time.

The Goshen Public Library is pleased to provide public access computers for the use of our patrons. Our computers are available to you for Internet access and the use of Microsoft Word, Excel and Office applications. In order to use our computers, patrons must read our Computer Use Policy and return a signed policy to us, signaling their intention to abide by our rules. Patrons under 18 years of age must have a parent or guardian's signature in addition to their own.

For all users:

1. Computers are available on a first-come, first-serve basis. You may reserve a computer for a specific time either in person or by phone, up to two days in advance. Please be prompt: reservations will be released after ten minutes.

2. Computers may be used in one-hour time blocks, but if no one is waiting for a computer, time may be extended at the discretion of the staff.

3. Computers will be shut down ten minutes prior to the library's closing.

4. Before using a computer, please present your library card at the circulation desk. Users must have a valid library card and have read and signed a copy of our Computer Use Policy in order to use our public access computers. Out-of-town patrons may use their local library card. Your library card will be held at the circulation desk and returned to you when you are finished with the computer.

5. No more than two people may sit at a computer workstation at a time.

6. Children under 10 years of age must be accompanied by an adult while using the computers.

7. Please be quiet and courteous while using the computers, to avoid disturbing other patrons. Patrons must wear headphones when using computer applications with audio.

8. Please be familiar with use of the computers. Library staff is able to provide only limited assistance to computer users. Free beginner computer instruction is available through the library on an individual basis. Please speak to the Director about scheduling an introductory session.

9. Use of the library's computer stations is limited to the software already installed on our terminals. Users may not install or run their own software applications.

10. Saving material on the library's computers is prohibited. Our hard drives are cleaned out regularly and any unauthorized material will be deleted. If you need to save your work, please do so to a removable floppy disk or CD-ROMs. Blank floppy disks are available for $1.00 at the circulation desk.

11. Printing costs are $.25 per page for color printing and $.15 per page for black and white printing. A discounted price if offered to students who are printing for school purposes of $.15 per page for color printing and $.10 per page for black and white printing. If you are not sure how to select between color and black and white printing, please ask a staff member before you print.

12. Attempting to access the operating software or tamper with the hard drives of library computers is prohibited.

13. Users may access their email accounts on our computers but please be aware that every email program is different, and our staff will be able to give you only limited assistance with your email. Questions or problems with your email account are best directed to your email service provider. Instant Messaging is not allowed. Email accounts with Instant Messaging enabled may not work on the library's computers.

14. The library's computers are located in a public space, and we remind all users to refrain from accessing any illegal or inappropriate content. The following uses are prohibited:
Chat rooms
Instant Messaging
Gambling
Harassing, libeling or slandering of others
Commercial purposes or advertising
Unauthorized copying of copyright-protected materials
Viewing sexually explicit, obscene, or potentially offensive graphics or text

Library staff has the authority to determine if material is unsuitable. Patrons viewing objectionable material on library computers will be told to leave the library and may face further loss of library privileges.

Failure to abide by any terms of our Computer Use Policy may result in suspension or revocation of computer privileges within the library.

For Children Under 18:
Children are expected to abide by the same rules governing the use of our computers as our adult patrons. In addition, the following rules apply:

1. Children under 18 years of age must have the permission of their parent or guardian in order to use the library's computers.

2. Children under 10 years of age must be accompanied by an adult while using the computer.

3. Arcade style and interactive games on the Internet are not prohibited, but will be given a lower priority than other uses of the computer. Patrons engaged in game playing on library computers will be asked to give up their computers if other patrons need the terminal.

4. Please be quiet and courteous towards our other patrons while using the computers. If you become disruptive, staff will ask you to leave the computer and suspend your computer use privileges for the day.

5. Your parent or guardian will be notified of any abuse of library computers or suspension of your computer privileges.

The Internet is one of the most powerful research tools ever created, but it also contains a great deal of inaccurate, outdated, controversial and possibly offensive material. The Goshen Public Library urges parents to monitor their children's use of the Internet and warn them of the potential dangers of releasing personal information online. Our policies are designed to protect Internet users, but we cannot control access to all materials, nor protect all users from information they may find offensive. Parents and guardians, not the library, must assume responsibility for their child's use of the Internet.