

INTERNET ACCESS POLICY

Enfield Public Library

USING THE COMPUTER

- You must sign in before using the computer, and sign out at the end of your session for Internet access or word-processing.
- The sign in sheet is at the Circulation Desk.
- The time allotted is **1 hour** except from June 1st to Labor Day when one public computer may be reduced to a **1/2 hour** to accommodate high demand
- You may use the Internet for information gathering and exploration.
- You may not do anything illegal, including breaking copyright laws, hacking, or stealing software.
- You may not use software other than what the library has installed.
- You may not use the library address for setting up a personal e-mail account.
- You may not download software onto the library's computers including: Yahoo, MSN, or AOL Instant Messaging Programs.
- If you misuse or damage the equipment or software you will lose your computer privileges and may be financially liable.
- You may print from the computer at a cost of \$.20 per page.
- Patrons may be asked to use headphones when listening to audios/videos.

RESERVING THE COMPUTER

- You may make a reservation to use the computers up to seven days in advance.
- You may make a reservation by telephone.
- If you are more than **15 minutes** late for your reservation, you may lose the reservation based on computer availability.

GENERAL INFORMATION

- Computer sessions are limited to **1 hour** or as noted above.
- Computers will be shut down **15 minutes** prior to the library closing.
- The computers are property of the Enfield Public Library. They are not personal computers and the information stored in them is not private.
- Children 14yrs and under using the computers must have a signed permission slip from a parent/guardian on file.

DISCLAIMER

The Enfield Library Staff and Trustees cannot control or monitor information on the Internet. There are many sites that you may think are controversial or inappropriate for which the library cannot be responsible. We cannot be held responsible for their children's use of the Internet in the Library and we strongly urge their involvement and guidance in its use.

Not all information found on the Internet is current, complete or correct. It is your responsibility, as an informed patron to check its accuracy. If you have difficulty using the computer or the Internet we will refer you to volunteer trainers or local Internet classes. Library staff will be happy to help in accessing the Internet, but we cannot provide in-depth training or guarantee that Internet trained staff will always be available.

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