

KIMBALL PUBLIC LIBRARY GUIDELINES FOR USING THE PUBLIC ACCESS COMPUTERS

We are happy to provide computers for the public to use, however there are some key points you, the user, need to remember:

- **Use of the computers is a privilege, not a right.**
- **Due to the public setting, privacy is not guaranteed.**
- **The computers are first come, first served.** If you know you need a computer at a specific time, call ahead and reserve a time.
- **Children 9 years of age or younger, must have a parent or adult accompany them when they are using the Internet.**
- **Patrons are guaranteed 1/2 hour of computer time.** Longer time will be given if the computers are not needed by other patrons. **If more time is needed for a special project, please make arrangements with the staff.** Unless necessary, patrons will only be allowed access 2 times per day.
- **No more than 2 people on one computer.**
- **Educational activities have priority over playing games.**
- **Adults on the computer must continue to supervise children while they are in the library.**
- **Please refrain from making and receiving phone calls at the computers.**
- **Parents or guardians are responsible for allowing or restricting their children to on-line material.**

- ***Parents, if you want to insure your children are not accessing inappropriate sites, you should sit with your children while they use the Internet.***
- **Computer users may not use the Library name or address to open any accounts.**
- **Computer users may not use personal software.**
- **Public Computers will not be available for watching movies or TV shows due to time constraints.**
- **If you need help with basic word processing, make an appointment.** If you choose to do word processing without trained staff on duty, there will be **no help available.**
- **It is not the duty of the library staff to teach basic computer skills.**

Library staff will assist people with the basics of accessing and searching on the Internet.

- **There is no charge for use of computers, however printouts are 20 cents each. You must pay for all printouts you make. If you are unsure of how to use the printer, ask for help.**
- **The library computers do not allow you to save onto the hard drive.** You will have to save to a CD or a flash drive. We have CDs for sale at the front desk.
- **NOTE: Librarians generally do not censor Internet access, but have the right to monitor use of the Internet to insure compliance with the library policies.**

**THANK YOU - KIMBALL PUBLIC LIBRARY BOARD OF TRUSTEES
AND STAFF**

Reviewed & Approved 8/11/05

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