HALL MEMORIAL LIBRARY
COMPUTER AND INTERNET USE POLICY

Introduction

The Hall Memorial Library provides computers for public use as part of its mission of providing materials and services to residents of all ages and abilities to meet their personal, educational, recreational and professional needs.

The computer stations provide access to a variety of software programs such as for word processing, spreadsheets, desktop publishing, literacy and readiness skills, etc., databases for reference and informational use, and the internet. Wireless access to the internet is also provided. The availability of Library staff to help users with basic computer usage or with internet access may be limited due to scheduling.

Patron Responsibility

Problems experienced in using the computers and/or the printers should be reported to Library staff. No attempt to fix problems, turn off the computer/printer, reboot the system or do routine tasks such as filling paper should be made by patrons.

Users may not alter the computers or software in any way, including downloading programs. Users are responsible for any damage, intentional or unintentional, to the software or hardware.

Users must comply with the United States copyright law, Connecticut obscenity statutes, and all other applicable laws. Users may not use the workstation for any unlawful activities.

Patrons are expected to use the internet in a manner appropriate to a public facility that is used by patrons of all ages. Misuse of the computer or internet access will result in suspension of computer access privileges and may also result in loss of all library use privileges.

By signing on to use any of the Hall Memorial Library's computers, users agree to abide by the library's computer use policies and procedures.

Waiver of Responsibility and Liability

The Library is not responsible for restricting access to the internet other than to enforce a time limit. As with other library materials, supervision of a child's use of the Internet is the responsibility of the parents or guardians. The Library does not assume responsibility for the accuracy, quality, or timeliness of information found on the Internet, nor the unauthorized access of financial or personal information entered on public access computers either by other users or third parties. The Library shall not be liable for the actions of anyone using its public computers, including accessing the Internet. The library shall not be liable for the transmission of computer viruses from using the library's computers.

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COMPUTER USE PROCEDURE

1.	To use the computers in the Reference Room, patrons must sign on using their library card. To use the computers in the Children's Room, register at the Children's circulation desk.

2.	Registration is for one hour. If no one is waiting, another hour may be granted.

3.	Registration must be done in person, on a first-come, first-served basis. No advance or phone registration.

4.	No more than two persons may work at the workstation at a time.

5.	 Downloading and saving to CDs and memory sticks is permitted. The library sells CDs for $1.00 and memory sticks for $5.00.

6.	Prints cost $.10 per page for black and white, and $.25 for color.

7.	By signing on to use any of the library's computers, users agree to abide by the library's computer use policies and procedures.

	REMEMBER: Appropriate behavior is required at all times at the workstations and throughout the Library. Patrons are expected to use the internet in a manner appropriate to a public facility that is used by patrons of all ages. Misuse or abuse of the computers or Internet access will result in suspension of computer access privileges and may also result in the loss of all library privileges.

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