

SALINA LIBRARY COMPUTER USE POLICY

CONDITIONS OF USE

1. Public computer users must follow all library policies including the Internet Policy and Code of Conduct.
2. USB devices such as cameras, thumb drives, or phones may be plugged into a USB port on the front of the computer. Computer users must supply their own storage media.
3. The library makes no guarantee that personal storage media will be compatible with library computers.
4. Computer users listening to sound must use headphones or earbuds so that others are not disturbed. Headphones or earbuds may be plugged into the jack on the front of the computer.
5. No additional software or drivers may be installed on library computers.
6. Printing charges are \$0.10 for black and white, \$0.50 for color, and \$0.50 for legal size.
7. Users are prohibited from damaging, disabling, or otherwise interfering with the operation of computers, computer networks, software, or related equipment through physical action or by electronic means.
8. Computers in the children's area of the library are for children's use only. No adults may use these computers unless they are a parent/legal guardian/caregiver accompanying a child.
9. Computers in the teen room are for teen use only.
10. Use of the Internet at the library, use of the public computers, and use of the wireless network is entirely at the user's own risk.
11. Eating and drinking is not permitted at the computers.
12. In-library use Chromebooks and laptops are never to be left unattended.
13. Library staff is available for limited support only. A One-on-One appointment may be scheduled with our Digital Services Librarian for more in-depth help.
14. Users are guaranteed one hour of computer use. Time may be extended if no one is waiting.
15. Library policy is subject to revision at any time. Computer users are responsible for keeping informed of any changes.
16. The library reserves the right to terminate a patron's computer use at any time and without notice.

Failure to comply with the Computer Use Policy may result in loss of access. Use of the computers for activities that violate library policy or local, state, or federal laws is prohibited. Federal, state and/or local law enforcement agencies may also be contacted where the violation involves criminal activity.

Approved: 7/18/2022