

VII – Equipment Use

To meet the needs of the public, Dr. Sandor and Berthe Benedek Memorial Library has for public use a computer with Internet access and a printer.

1. Computer

- a. Adults agree to the library's Equipment Use (especially on public computers and Wi-Fi Internet Use) by accessing the library's public computers or library's Wi-Fi. Patrons age 17 and under must include a parent's signature on the computer use contract form.
- b. Computer users will not use computer sources to violate any local, state, federal or international law. This includes, but is not limited to, posting messages not covered under the First Amendment of the U.S. Constitution, committing computer crime (hacking), or infringing on the property rights of others, including invading the privacy of others.
- c. Computer resources may not be used to send messages that harass, threaten, or intimidate others.
- d. Users may not add, delete, damage, vandalize or modify the Library's installed hardware or software.
- e. Only software purchased by the Library may be used in the computer. This is to safeguard the integrity of the system.
- f. Patrons may not install, save or copy their own software or files into the permanent hard drive of the computer. Patrons may save or work from a flash drive, but not download from a flash drive.
- g. Computer time is limited to 30 minutes. If there are no patrons waiting for the use of a computer, then the session may be extended until there is a need, for a computer, by a waiting patron.
- h. Use of the computer for research (such as homework) takes priority over its use for recreational, non-research activities.
- i. Patrons will be responsible for any damage incurred to the equipment, software, or peripherals outside of normal use or wear and tear. Damage includes the accidental or deliberately propagate computer worms, viruses, malware, etc. Cost to user shall be repair cost or replacement cost to the library, should the damage be non-repairable.
- j. Failure to adhere to the rules outlined in the contract may result in the revocation of computer privileges. The following may also result in the loss of computer privileges:
 - i. Tampering with system file
 - ii. Altering Library software or equipment
 - iii. Abuse of hardware, i.e. pounding on keyboard, accidentally spilling food or drink on the computer or keyboard, etc.

2. Internet Use

- a. Patrons should be aware that the Internet is not a secure medium and that third parties may be able to obtain information regarding users' activities. Benedek Memorial Library respects the confidentiality of those using its electronic resources, and will release library records only as required by law.

- b. The library has taken certain measures to assist in the safe and effective use of the Internet, including filtering. The public should bear in mind that no filters are foolproof and may “under-block” (permit access to material that is prohibited by CIPA) and “over-block” (deny access to materials that are constitutionally protected). Patrons may request that a specific site be reviewed by the Library if they think the filter is in error.
 - c. Parents and caregivers are responsible for supervising their children’s computer access and are encouraged to learn about the Internet and help their children use it wisely.
3. Computer Printer
- a. Patrons may use the printer to copy information off the computer. Cost is \$0.10 per black and white page or \$0.25 per color page. Failure to pay for copied material may result in revocation of computer privileges.
 - b. Patrons are responsible to abide by all copyright laws. Responsible, legal, and ethical use of software is the obligation of the users. Copyright notices will be posted near the computer/printer.
 - c. Failure to comply with Printer rules may result in the revocation of printing privileges.
4. Phone
- a. Since there is only one phone in the Library, patrons will not be allowed to use the phone except in the case of an emergency. Patron usage will be at the discretion of the Director. In case of the Director’s absence, whoever is working the Library may make the decision.
5. Fax
- a. The Fax must be operated by the Library staff. Cost to the public will be \$1.00 for the first 5 pages or current accepted library rate.
6. Laminator
- a. The laminator must be operated by the Library staff. Cost to the public will be \$1.00 per lamination sheet used.

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