

CROTON FREE LIBRARY

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www.crotonfreelibrary.org

Guidelines for Patron Computer Use

Use of Equipment

-Public computer internet access terminals are available for all members of the public, ages 8 and older.

-Patrons must access terminals by using their WLS issued library card or a temporary guest pass issued by the library. Use of the computers through any other means is prohibited.

-Terminals are available on a first come, first serve basis.

-Patrons may not request more than one guest pass at a time.

-When all terminals are in use, patrons may make a reservation for the next available computer or they may request staff make one for them.

-Patrons may not attempt to reserve or hold terminals for other patrons.

-Patrons may only make one reservation for the next available computer. If more than one reservation is made for the same patron, staff will cancel all but the first reservation made by that patron.

-Patrons are granted one, time-limited, session with the opportunity to extend the session once, as long as no other patrons are waiting to use a terminal. Further extensions are based on availability and at the sole discretion of the staff on duty.

-Up to two patrons may use a single terminal at once, when their behavior is not disruptive to others.

-If available, patrons may also check out a laptop computer for in-building use. Laptops must not be left unattended. Patrons must notify staff immediately when they are finished using laptop computers. Requests for laptop use cannot be granted during the last hour of library operations.

-Patrons must use headphones or silence the computer audio at all times.

-Installing software on laptops or desktop terminals is strictly prohibited.

-The library cannot guarantee compatibility with peripheral devices like (but not limited to) CD drives, USB drives, and external hard drives.

-The library is not responsible for loss of data due to faulty peripheral devices, computer failure, or failure to observe a session expiration.

-Library staff are able to provide assistance with logging in to terminals, opening software programs, saving, printing, and advice on finding and evaluating information. The library staff cannot provide extended one-on-one assistance or operate terminals in place of patrons.

-Terminals shut down automatically 15 minutes before the library's stated closing time. Patrons must monitor their session expiration time.

Use of Printer/Scanner/Copier/Fax

-Printing, scanning, copying and fax services are available to the public.

-Cost for printing and copying is \$0.15 a side for black and white and \$0.35 per side for color.

-Cost for faxing is \$0.50 for the first page and \$0.25 for each additional page.

-Scanning to email is free, with the assistance of staff on duty.

-Prints are limited to 100 black and white copies OR 50 color copies, per patron, per day.

-Patrons must use library provided paper. Use of other paper is prohibited.

-Patrons may not remove paper from the machine's paper stock.

-Staff can provide basic instruction in operating the machine to make copies. Staff is not able to make extensive copies for patrons.

-Library staff and patrons are expected to adhere to United States Copyright Law. The copyright law of the United States (Title 17, U.S. Code) governs the making of photocopies or other reproductions of copyrighted material. Those using the equipment are responsible for any infringement.