

## COMPUTER USE POLICY

Use of the Thorp Public Library computer equipment is provided as a courtesy to Thorp Public Library patrons. This is a privilege, not a right, and may be denied at anytime. The following rules adhere:

Patrons are expected to sign in at the circulation desk for use of computer. Computer use operates on a first-come, first-serve basis. Children (under the age of 18) must have a Consent Form signed by a parent or guardian, and on file, before they are allowed to use a computer without a parent/guardian on site (see Internet Policy).

Patrons may use the computer for up to four hours, the maximum time allowed daily, unless additional time is approved by staff. If other patrons are waiting to use a computer, a person will have 30 minutes guaranteed time before they are asked to "take turns".

No more than two people per computer.

Computers disks (CD's) may be purchased at the desk at a cost of \$1.00 per disk. Any disks, flash drives or CD's from outside sources that are used on public computers must be uncorrupt and free of viruses. No outside computers are permitted to be connected (hardwired) to internet access point.

Patron will be held responsible to pay for any willful damage done to the computers/monitors or other equipment and may be restricted from using the computers in the future.

Headphones are available for use at each computer station or earbuds may be purchased for \$1.00 at the front desk.

It is the responsibility of the parent or guardian to supervise the actions of their children when they are on the computer in the library.

It is assumed patrons have basic computer literacy. Library staff is not expected to teach lengthy computer skills on an individual basis.

If a patron behaves in an inappropriate manner, Thorp Public librarians will ask them to leave and proper authorities will be notified, if necessary.

The use of internet on Library computer equipment is governed by the Thorp Public Library's Internet Policy.

Approved by Thorp Public Library Board  
Dated: October 10, 2007  
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