



## Scituate Town Library Computer & Internet Use Regulations

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### • Time Limits & Reservations

In order to ensure equitable access for all users, computer use is limited to one hour per user per day. Extra computer time may be granted, at the discretion of Library staff, for use that includes but is not limited to homework or research projects, job searching, and word processing of resumes, cover letters, and reports.

All computers are available on a first-come, first-served basis only and may not be reserved in advance.

All computers are turned off 15 minutes before the library closes. Users must be ready to end their computer session at that time.

### • Computer Use Accounts

A computer use account is required to access computers.

Computer use accounts are for the exclusive use of the individuals to whom they were assigned. Users are responsible for all actions performed from their account.

Individuals who attempt to undermine the system to gain access to Library computers or additional computer time under any account other than their own will lose their computer privileges.

All ages may register for a computer use account at the circulation desk upon presentation of a valid OCLN library card. Massachusetts residents who do not have an OCLN library card must present valid ID and register for a library card in order to create a computer use account. Children must be accompanied by a parent or guardian to obtain a library card.

Out of state visitors may obtain a visitor's pass by showing a photo ID.

### • Printing & Saving

Printed copies must be made on Library paper for a small charge.

Users may not save documents or personal files to the hard drive. Files that are saved to Library computers will be removed by the Library. All documents must be saved to a flash drive or 3.5 inch floppy disk belonging to the user. The Library is not responsible for loss of data that may occur when saving documents.

### • Responsibilities of Library Staff and Users

Library staff will not monitor a user's computer or Internet use, except to ensure compliance with this policy and its regulations. The user, or the parent or guardian of a minor, is responsible for his or her Internet session at all times.

Library staff will assist users with the Library's electronic resources, including the library catalog, online databases, and the Internet, and will also provide limited assistance in the use of Library-installed software. Staff will provide assistance to patrons with questions about Library-installed software as time and knowledge permit. Staff are not available to provide extensive tutoring in the use of Library-installed software or extensive assistance in the creation of documents such as letters or resumes.

All users of Library computers or portable computers are expected to use them in a quiet, responsible and courteous way, to respect the privacy of other users, and to follow all of the Library's policies, guidelines and procedures.

Library computers may not be used to conduct a business or commercial enterprise from the Library. Library computers and Internet resources are for research, education, and personal communication uses only.

Library software is copyrighted and may not be reproduced. Users may not load their own or any other software on Library equipment. Users are not permitted to store any software or other data on the hard drives of the Library's computers, add any hardware such as external drives and headphones, or alter the programs currently installed on the systems.

### • Suspension of User Privileges

Library staff are authorized to terminate any user's session or revoke a user's computer privileges if a user fails to comply with this policy and its regulations. Illegal acts involving Library resources may also be subject to prosecution by local, state or federal authorities.