

**HANSON PUBLIC LIBRARY
COMPUTER USE AGREEMENT GUIDELINES AND PROCEDURES**

These guidelines apply to all users of the Hanson Public Library's public computers. Failure to comply with these guidelines will result in the loss of Library privileges.

1. Patrons must have a valid Library card and must accept the *Internet Access Policy and Guidelines* and *Computer Use Agreement* before using a public computer. All patrons under 18 years of age must have an adult sign the *Internet Access Policy* and *Computer Use Agreement* at which time the Library staff will amend their patron status to JUVINT or YAINT. This form is available at the circulation desk. Once this form is completed, patrons may access the computers by signing in directly at one of the public access computers.
2. Time limits established for use are determined by demand, but are a minimum of 30 minutes.
3. Instructions for printing a document are found at each computer. Printing is networked from all public computers to the Reference Desk where item(s) will print and may be picked up. There is a fee of 10 cents per page.
4. More than one individual may work at the same computer as long as this is not disruptive to other patrons.
5. Any patron wishing to download information must have their own storage device - i.e. flash drive, etc. Nothing should be saved to the hard drive.
6. Library staff will turn all equipment on and off. They will provide very basic instruction, but very specific instruction can be done by signing up for our free one-on-one computer classes.
7. Computer users are responsible for any damages to hardware and software and will be liable for hardware and software repair or replacement costs.
8. No food or drink near the computers. Patrons will be responsible for any damaged equipment.
9. Problems arising when using the computers should be reported to Library staff immediately.
10. Copyright laws must be observed. Software may not be copied.
11. The use of the Hanson Library computers is a privilege and the Library staff is committed to providing an appropriate environment for the delivery of services to all of its patrons. The following behaviors are unacceptable, and a patron exhibiting any of these behaviors will be asked to leave the premises for the remainder of the day:
 - a. Loud noise or behavior which is disruptive to other patrons,
 - b. Use of foul or abusive language,
 - c. Failure to comply with reasonable requests of Library staff to maintain order and quiet necessary for the proper operation of the Library, and
 - d. Failure to observe Library regulations concerning the use of Library computer systems.

I understand and recognize that the Trustees of Hanson Public Library and the Town of Hanson make no guarantees, either expressed or implied, with respect to any equipment, programs, internet content or Library materials. In no event shall the Hanson Public Library Trustees or the Town of Hanson be liable for actual, incidental, or consequential damages to me or my possessions in connection with or arising from the use of equipment, programs, or other Library materials.

Acknowledgement

Notice of these rules will be given to the undersigned patron with access privileges. A copy of these rules, together with this Agreement signed by the patron and/or the patron's parent or guardian, will be kept on file.

A parent or guardian must sign this agreement for a child who is not yet 18 years of age.

As a parent/guardian of this child, I have read the *Internet Access Policy and Guidelines* and *Computer Use Agreement Guidelines and Procedures*. I understand that any conduct by my child that is in conflict with these regulations will result in the termination of Internet access. I have reviewed these responsibilities with my child and I hereby give permission to let him/her access the Internet and use the computers at the Hanson Public Library.

Copies of this agreement containing the signature section must be obtained at the Hanson Public Library.

Adopted as policy by Hanson Public Library Board of Trustees on December 4, 2001.
Revised February 5, 2013.