

Sikeston Public Library

Policy 110

Computer Availability and Usage

The mission statement of the Sikeston Public Library is to provide resources and services to meet the informational needs of the community.

In response to advances in technology and the changing needs of the community it serves, Sikeston Public Library offers computers with Internet access and other online resources plus the use of the Microsoft Office Suite.

The library provides these free services equally to all adult library users and student users with parental supervision. A user is defined as an individual eligible for library services, either through residency in the city of Sikeston, service contract from other library districts, or through the purchase of a non-resident library card. Other non-residents and visitors to the library may use the Internet computers for a \$5.00 fee for a one-hour block of time.

Children under 14 years of age must be accompanied by a parent or guardian to use the Internet computers and/or wireless service. Parents or guardians, not library staff, are responsible for the Internet information selected and/or accessed by children in their care. The parent or legal guardian must stay with their children at the Internet terminal.

The reference computers may not be used to view pornographic, illegal, violent, or obscene material. Online gaming sites are not allowed. Changes cannot be made to the screens, and personal software or programs may not be uploaded or installed to library computers.

Not all resources on the Internet provide accurate, complete, or current information. It is the individual user's responsibility to be a good information consumer, questioning the validity of the information.

Any personal information provided by a user on any computer terminal is the responsibility of the user. The Sikeston Public Library is not responsible for the security of personal information.

The Board of Trustees gives the library staff the responsibility to insure the equitable, reasonable, and most efficient use of the Internet computer resources. Individuals who do not follow the policies and guidelines stated here are subject to being denied access to the Internet in the library.

GUIDELINES FOR USE OF THE REFERENCE COMPUTERS WITH INTERNET ACCESS:

1. You must be a registered user to use the Internet computers. A user is defined as an individual eligible for library services, either through residency in the city of Sikeston, service contract from other library districts, or through the purchase of a non-resident library card. Non-residents and visitors to the Sikeston Public Library may pay a \$5.00 fee for a one-hour block of time.
2. Register to use a reference computer at the circulation desk. You may register for one hour. If there is no one waiting to use a terminal, you may register for an additional hour. You may not use the reference computer for more than two hours in a day. Computers are available during normal library hours.
3. Patrons are responsible for monitoring the amount of time they have remaining on the computer, especially if taking a timed test online. The Sikeston Public Library is not responsible for lost connections or technical difficulties that may arise during the course of a timed test.
4. All users must sign an Internet Use Agreement before accessing the Internet. Each time a patron returns to use the Internet computers, he/she must stop at the circulation desk to verify their registered-user status.
5. Non-residents and visitors must follow the same policies as registered patrons. Violations of the policies and guidelines will result in the computer user being asked to leave, with no refund given for unused computer time.
6. The reference computers may not be used to view pornographic, illegal, violent, or obscene material. Online gaming sites are not allowed. Changes cannot be made to the screens, and personal software or programs may not be uploaded or installed to library computers.
7. Computers are returned to the default settings each day, so users should not try to save information on any given terminal. If you wish to save information to your own disk or flash drive, please see a staff member, who will check your disk for viruses. Users may not upload personal software or programs to library computers. Downloading of viruses to the computer, intentionally or unintentionally, will result in loss of usage privileges and/or payment for damage to equipment.
8. E-mail may be checked and sent. Parents are responsible for the safety of their children who are using the computers for e-mail.
9. Children under 14 years of age must be accompanied by a parent or legal guardian when using the Internet. The parent or legal guardian must stay with the child at the computer terminal.
10. Computers in the children's library do not have Internet access and are reserved for children 12 and under. Only children under 7 must be accompanied by a parent or legal guardian when using

these computers. Time on the computers is limited to 15 minutes when others are waiting. The staff may set additional limits as necessary.

11. A printer is available for patrons who need a paper copy of typed documents or information. There is a charge of .20 cents per printed page. Pay at the circulation desk at the time the page is printed. All pages printed must be paid for, so users should check the "Print Preview" before pressing the "Print" button to verify the number of pages to print.
12. All users of the reference computers are expected to use reasonable care of the computers. Misuse of the computers will result in loss of computer privileges and/or payment for damage to equipment.
13. Please report any problems to the staff immediately. This includes accidentally accessing a prohibited web site.
14. Users may not always be able to access desired sites on the Internet. There are many reasons why this may happen:
 - There are too many Internet users attempting to access the host computer, and the host computer has closed or limited access.
 - The database or resource is licensed to a particular institution, and one would need to be affiliated with the institution to gain access.
 - The host computer has changed its address or has closed down.
 - The library's Internet connection may be periodically and temporarily inoperable due to technical difficulties.

Any personal information provided by a user on any computer terminal on any site is the responsibility of the user. The Sikeston Public Library is not responsible for the security of personal information.

The library staff will be glad to assist you with the reference computers. Library staff cannot provide in-depth training concerning Internet jargon, search strategies, or personal computer use. Due to library scheduling, Internet-trained staff may not always be available.