

## COMPUTER AND INTERNET POLICY

1. Patrons must have an orientation before using the public access computers, at that time their record will be coded to show that they have had the orientation.
2. Computer users must sign in at Front Desk. They must have their own library card or valid ID (driver's license) to sign up to use computer.
3. Computer users must have a current, fine-free library card.
4. Patrons may sign up for ½-hour segments.
5. Patrons will be limited to two ½-hour segments per day.
6. Users are to close out of whatever programs they were using when finished but are not to turn off machines.
7. Staff will turn computers off ½-hour before closing.
8. Children under the age of ten must be accompanied by an adult to use the computers.
9. Only two people will be allowed at a computer station at one time.
10. Paper for printing is \$0.25 per page. Please pay at front desk.
11. No food or drink is allowed in the Library.
12. Do not add or delete programs.
13. Do not save to the hard drive – use a CD, or flashdrive to save your work.
14. The Oxford Memorial Library employs a technology protection measure to meet CIPA requirements. Children under the age of 18 must have parent come in and sign Filtering Release Form to have filter turned off when they are using the library computers.
15. Patrons, especially children should be extremely careful about posting personal information when using e-mail, chat rooms, social media, etc...

**Tampering with, altering, editing or damaging computer hardware and/or software will be grounds for revocation of computer use privileges and may result in criminal charges and/or suspension of Library privileges. Any computer hacking and unauthorized access to any other account is strictly forbidden. It is unlawful for anyone to disseminate personal information of minors without parental permission.**

**We do not assume responsibility for information or content of information found on the web.**

**Internet users must respect the privacy and sensibilities of others. Display or printing of sexually explicit or pornographic images of and essentially prurient nature is inappropriate for a public environment and is prohibited. Offensive or abusive language is prohibited**

Approved by the Board of Trustees on October 3, 2000

Maureen Hoke, Linda Doughty, Jean Walsh,  
Patricia Ford, Bill Troxell, Ann Spencer-Livingstone

Revised by board of trustees August 13, 2008

Revised by board of trustees April 15, 2009

Matt Voce, Marian Godfrey, Bill Troxell, Bill Brower,  
Christine Gregoire, June Burrows, Fred Lanfear

Revised by board of trustees January 11, 2018

Matt Voce, Bill Troxell, Bill Brower, Fred Lanfear, Christine  
Gregoire, Jodi Carey, Julia Bogardus