

## **COMPUTER POLICY**

Age Restriction: 18 yrs. or older, unless you have school work or are filling out applications. These are the ONLY exceptions.

Time limit: 1 hour daily

### **RULES:**

1. Before using our computers all books and late fees have to be taken care of first.
2. Do not download and/or install software programs on computer.
3. Do not access pornographic or obscene materials.
4. Save your work on a disk or USB drive, not the computer.
5. You may not add shortcuts or bookmarks to the computer.
6. Each computer workstation is designed for use by one person at a time.
7. Be courteous of others and do not take up the table with your personal stuff while using the computer.
8. Prompt payment is required by users who incur charges for printing or making copies.
9. Users must end their session and leave the computer when asked to do so by the library staff.
10. If the Library rules are not followed you will not be allowed the privilege of using its computers.