

GREENVILLE PUBLIC LIBRARY

Computer Rules and Procedures For Patrons

1. Each person must notify the Librarian before using the computer.
2. There is no time limit for computer use unless there are other patrons waiting: at that time there will be a 30 minute use limit per session per patron until all individuals waiting have had their turn. The initial patron will be placed on the list for another session. The library staff reserves the right to make exceptions to this rule depending on the project being worked on.
3. No more than two people should be at the computer at a time. Space is very limited.
4. You may not use your own software on the library computers. This will help us to prevent computer viruses that are common on public computers. If you would like to save documents, please bring a USB flash drive.
5. Children under 8 years of age must be accompanied by an adult.
6. If you would like to print off of the computer, the cost will be as follows: Black & White - 15 cents per sheet, Partial Color – 20 cents per sheet, Full Color – 30 cents per sheet.
7. Internet services may be used only for lawful purposes. Use of this service in violation of any local, state or federal regulation is prohibited. This includes, but is not limited to, distribution of copyrighted material without proper permissions. Any use of the Internet for commercial or for-profit purposes is prohibited, as is product advertisement and political lobbying. Use of the Internet to access obscene or pornographic material, or to transmit material likely to be offensive or objectionable to recipients, is prohibited. The library reserves the right to terminate Internet services to anyone who, in the opinion of the library has used the Internet irresponsibly, unlawfully, or in violation of the policies. Misuse of the computer will result in loss of your computer privileges.
8. There is material on the Internet which many parents would consider inappropriate for their children to view. The library cannot assume the parent's responsibility to monitor the child's Internet use to see that it conforms to the parent's standards. As with other Library materials, restriction of a child's access to the Internet is the responsibility of the parent/legal guardian.
9. All use of the Internet should be in accordance with the objectives of the Greenville Public Library to serve as a center for reliable information and to provide opportunity and encouragement for people to educate themselves continuously.
10. Not all sources on the Internet provide accurate, complete, or current information. You

need to be a good information user, questioning the validity of the information you find. You must evaluate information yourself.

11. E-mail may be used for informational or educational purposes. Any e-mail received using the library's account is public, and may be read by anyone using the library. The librarian will delete any e-mail deemed to be offensive, and will delete all incoming e-mail after one month.
12. Library staff cannot guarantee training or tutoring on the use of the computer, but will try to answer any questions and provide assistance when possible. Because of library scheduling, Internet-trained staff may not always be available.
13. Enjoy your exploration of the Internet, but please remember that many times you will find information you need right here in our books, periodicals, databases, etc.

Wireless Access Information

Surf the Internet through high-speed wireless networking from your laptop at the Greenville Public Library. You can connect at high speed without wires to e-mail, the Internet and your company network with your computer equipped with wireless networking technology.

You are responsible for configuring your equipment to access the Library's Wireless service.

Wireless users are responsible for protecting his/her laptop from viruses and other Internet threats through the use of anti-virus software and personal firewall software. The library does not provide this protection for wireless connection.

Regardless of the WiFi source, wireless internet users inside the library or on library premises are subject to the library's "Patron's Computer Rules and Procedures", with the exception of those rules that apply to library-owned equipment. Please take the time to read the policy before accessing the network.

Wireless users who do not follow the rules for wireless Internet use may be asked to stop using wireless connection inside the library.

The Greenville Public Library does not monitor and has no control over the information accessed through the Internet and cannot be held responsible for its content. The Internet is a global entity with a highly diverse user population and Library patrons use it at their own risk.

Approved by the Board of Trustees
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