

Plainville Public Library: Rules for Public Use of Personal Computers

1. Use:
 - a. User must have a valid SAILS library card.
 - b. First time users must sign a Computer User Agreement. Users ages 10 – 18 must have the Agreement signed by a parent or guardian and the parent must initial approval for computer applications. If the user is under 10 the child must use the computer with a person over the age of 18, who has completed the Agreement.
 - c. User must sign in before and after each use. A valid library card or other form of identification must be left at desk while using the computer.
 - d. Only two persons may use the computer at the same time, and they both must sign in and present valid SAILS cards.
2. RESERVATION times can be made up to 7 days in advance by phone or in person up to a maximum of 2 hours per week. If the user fails to show the library may reassign the time after 10 minutes. Be considerate and cancel when you cannot use your time.
3. Walk in use is encouraged. Time allowed on computer will depend on reservation schedule, but for no more that 30 minutes at a time to a maximum of 2 hours per week.
4. The library staff is available for basic guidance only. Program manuals are available and many are self-explanatory.
5. Hands must be clean before touching computer. Food and Drink are not allowed in the library.
6. The internet is available for informational purposes only. There is no downloading of files, entering chat rooms, instant messaging. Only an internet-based email (i.e.: hotmail) is allowed. The library does not monitor or censor access to materials on the internet. Users are not allowed to access materials which are considered inappropriate for minors. There is material you may personally find controversial or inappropriate. Not all sources on the Internet are current, accurate or complete. We encourage parents to use the internet with their children and to discuss what they consider acceptable internet use.
7. Outside disks are not allowed on any computer due to virus risks. Only disks purchased and kept at the library with a name will be allowed. The Plainville Public Library is not responsible for any data loss as a result of faulty media, programs, etc. No private files may be stored on the hard drive.
8. The use of the computer is free, but there is a charge of 10 cents per page for printing from any computer.
9. The library reserves the right to terminate service to anyone who does not use the computer in a responsible manner or violates the Computer User Agreement or Rules for Public Use of Personal Computers.
10. Copyright laws must be observed.
11. Users, or their parents in the case of minors, are responsible for any damage to hardware or software and will be held liable for repairs/replacement costs. Problems arising when using the computer should be reported to the staff immediately.
12. The computers close 15 minutes before closing time. Please plan accordingly.