



NEVINS LIBRARY

GROWING COMMUNITY

Internet and Computer Use Policy

Approved by Trustees November 6 2019

The Nevins Memorial Library provides internet access as a part of its information services. The Internet is an important source of valuable information which may not be otherwise available. Due to the unique nature of this information, the user is advised to use care and judgment when applying this information. This library does not access the internet through the use of filters but staff may monitor patron usage. Parents are urged to monitor their children's usage on the internet and to educate them regarding security on the net.

The Library takes all standard precautions to protect its computers from viruses and malware. However, these machine-specific precautions do not extend to patrons' interfacing personal electronic devices; such as USB drives. Patrons should exercise all due caution in their use of the internet to avoid contracting viruses and malware on their personal devices. Patrons assume full responsibility for their personal devices connected to library computers. The library is not responsible for damage to these interfacing personal devices or any subsequent damage to other computers caused by these devices being connected.

Patrons are reminded that the library's computer terminals are located in public areas that are shared with library users and staff of all ages, backgrounds and sensibilities. Individuals are expected to consider this diversity and respect the sensibilities of others when accessing potentially sensitive material. Patrons may not send receive or display text or graphics which may be deemed pornographic according to state, local or federal laws.

Please be aware of the following requirements:

1. There is a **3 hour per day limit** for all MVLC cardholders and guest pass users.
2. Patrons are guaranteed 1 hr. and may request time extensions in increments of 30 min up until the 3hr. limit. If there is someone waiting for a computer, this will not be allowed and the user will have to log off and go to the reservation station to be put in line for another computer. Warnings will show at 15min, 5min. and 1min remaining then the computer will automatically log off. Please pay attention to these warnings.
3. There are two computers specifically assigned to be express computers, limit 15 min. Patrons will be unable to extend the time at these computers.
4. Patrons log into the computer using their own unique MVLC library card number.
5. Patrons are reminded of the need to SAVE work onto some external drive (usb stick etc.) Work may not be saved onto these public computers. Library is not responsible for work lost, **BE SURE TO SAVE YOUR WORK!**



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6. Patrons must provide their own headphones, listening to media is not allowed without them. (Earbuds may be purchased at the desk for \$1)
7. When the computers are full, patrons are requested to reserve one using the reservation station. (please see a librarian for instructions)
8. Computers will be shut off automatically ten minutes before closing (at 8:50 or 4:50pm) Please be sure to save or print prior to that time.
9. Printing is available from all computers: .15/black & white page and .45/color page. Double sided is considered 2 pages (\$.30).
10. Patrons are responsible for previewing and printing the correct pages they require. Once the prints have been made the library is not responsible for mistaken printing jobs. **PLEASE USE PRINT PREVIEW!!**
11. Patrons will retrieve their own print jobs at the print station using their own unique card number.
12. Library staff will assist with basic issues but patrons should have a minimal competency on the computers. Staff is unable to devote unlimited time to resolving individual issues. Please see a Reference librarian for information on classes or instruction for computer use.
13. Children 10 or under must be accompanied by parent when using the internet.