**Catoosa County Library Computer Use and Internet Access Policy**

The use of the Library’s computers and the Internet is a privilege, not a right. Inappropriate use will result in the cancellation of the privilege. All patrons are expected to use the library computers and the Internet in a legal and responsible manner, consistent with the educational and informational purposes for which they are provided. Users may not violate federal, Georgia, local laws or ordinances, including the transmission or receiving of all offensive or harmful material, fraud, or downloading copyrighted material.

Internet Filtering

Due to court decisions, all machines are filtered. Parents or guardians, rather than the library or the library staff, are responsible for the Internet information selected and/or accessed by their children. Parents are asked to supervise their children’s Internet sessions, as some available information is sexually explicit, controversial or inappropriate.

No Library Endorsement

Information found on the Internet does not carry the library’s endorsement. While the number of sites on the Internet is constantly increasing, not all these Internet sources provide accurate, complete or current information. Patrons need to be good information consumers, questioning the validity of the information found.

Personal Information

It is the responsibility of library patrons to take steps to safeguard their personal information. We strongly discourage the sharing of personal information via library computers due to the threat of identity theft and other computer-related crime. The library assumes no liability resulting from the exchange of personal information on a library computer or through a library network. Personal information may include, but is not limited to, user names, passwords, credit card information or financial account information.

Library Staff Limitations

Library staff will answer basic questions about computer use and jargon. Staff cannot provide in-depth training on how to use the computer or Internet. Staff cannot advise patrons on how to complete tax, financial, medical or other private records due to liability issues.

Use of Library Computers

Each Library computer includes an Internet browser, basic office applications,\ and miscellaneous programs such as CD-burning software, Windows games and accessibility features. The Library does not provide e-mail or database software. Patrons may access their web mail accounts through the Library’s connection. The Library allows use of CDs, USB data storage and media cards. Patrons may purchase a CD or USB data storage from a library staff member. The Library is not responsible for damage to a patron’s data storage media or computer or for any loss or corruption of data. Software may be downloaded to storage media but may not be downloaded to the Library computers.

Computer Availability

The Library cannot guarantee computer resources such as the Internet or printers will always be available. The library does not guarantee that individual applications or Internet web sites will be accessible or will work with the computers provided. The library reserves the right to perform maintenance, or conduct staff or patron training on the computers at any time.

The library maintains four types of computers for patrons use:

1. Hour Computers

Library patrons with a library card in-hand are allowed to use Hour Computers for one 60 minute session each day. The computer reservation software requires a unique library card number for each session. No patron is allowed to present more than one library card for computer use in a given day nor is any card allowed to be reused in a given day. If there is no one waiting, the reservation software will allow a patron to extend their session by 15 minutes. If a patron requires additional time the library staff may extend the patrons time for up to an additional 45 minutes depending on patron’s need for the extension. Valid uses for a time extension include, but are not limited to, resume preparation, on-line examinations, job applications, or school projects. Extra time in these instances is granted in no more than 15 minute increments provided that there are no patrons waiting for a computer. Under no circumstances will a patron receive more than 2 hours total computer time on an Hour computer without the permission of the Library Manger or his designee.

1. Express Computers

Library patrons without a library card in-hand are allowed to use Express Computers - one 15 minute session each day. If there is no one waiting, the reservation software will allow a time extension of 15 minutes. If a patron requires additional time the library staff member may extend the patron’s time for up to an additional 10 minutes depending on patron’s need for the extension. Valid uses for a time extension include, but are not limited to, resume preparation, on-line examinations, job applications, or school projects. Extra time in these instances is granted in more 15 minutes increments provided there are no patrons waiting for a computer. Under no circumstances will a patron receive more than 45 minutes total computer time on an Express Computer without the permission of the Library manager or his designee.

1. Genealogy Computers

These computer are for patron’s conducting genealogy research. They are connected to the Internet and may only be used for genealogy purposes. No library card is required to use these computers.

1. Catalog Computers

Catalog computers are provided for searching library holdings. These computers can be used without a reservation. They are limited to accessing the library web-based catalog. Patrons are not allowed to use these computers for any purpose other than searching for library materials.

Printing

Black and white laser printing is available at the cost of 25 cents per page. When a patron prints from the computer, the reservation software calculates the cost of the print job based on the printer being used and asks the patron to confirm the cost of the print job before it is submitted for printing. Patron s must pay for their printing before the staff member will release the print job. All pages must be paid for, even if the patron only wants part of a print job. All print jobs must be picked up within 2 hours of submission. Any print job older than 2 hours is automatically deleted by the software.