

Computer Use Policy

To make the computers accessible to all those who wish to use them, we ask you to abide by the following guidelines:

To use the public access computers in the library:

To use the public access computers in the library you must show your library card or a piece of picture identification and your account must not be blocked (i.e. owe more than \$10.00 in fines and fees) and you must not have been banned from computer or library use.

You must abide by the **Internet Code of Ethics**. If a user does not abide by the Internet Code of Ethics, they may be barred from computer use. Loss of library privileges or exclusion from the library may also result.

Express computers can be booked for half hour sessions. Other computers can be booked for hour long sessions. If there is no one waiting to use a computer, patrons may remain on the computer longer than the hour. Staff make every effort to ensure that patrons are removed in the order in which they arrive however this may not always be possible.

No more than 2 people are permitted at the computers due to space limitations.

You may not use your own software programs on the library computer. This will help prevent computer viruses.

Printing costs \$0.25 per page black & white or \$1.00 per page in colour. Please pay at the circulation desk. Be warned that when you click on the print button, the entire document will print and not just what is on the screen. Please allow sufficient time to print.

Library staff will not act as trainers, but will be on-hand to assist whenever possible.

April 2019