## Computer and Internet Use

In response to advances in technology and the changing needs of the community, the Elkford Public Library endeavours to be an advocate for the community in development, enhancement, promotion, and provision of recreational and educational services.

The library will have computers available for people to access the web, use office and other software that the library makes available. The library charges for the use of these computers. The charges for using our equipment are posted in the computer area.

The Elkford Public Library does not monitor, and has no control, over the information accessed through the Internet and cannot be held responsible for its content. As with other library materials, restriction of a child's access to the Internet is the responsibility of the parent/legal guardian of the child.

Computers are in a public area and users of computers must not access inappropriate materials that may be viewed by other patrons. Material will be considered inappropriate if it contains anything in theme, language, nudity, sex, violence or other matters that, in the view of the staff, would offend people or parents whose younger children view the screen.

## INTERNET AND COMPUTER USE RULES AND PROCEDURES

The Elkford Public Library has computers available for public use. These computers can be used to do word processing, access the internet and databases, etc. There are charges to use a library computer or printer. Charges are posted on a "Computer Use Charges" sheet in the computer area or you can ask staff for this information.

There is no charge for accessing e-resources that are only available in the library.

Free wireless internet is available. Ask the staff for the password to access the internet on your device.

To maximize computer availability, and to ensure fair accessibility for all, please follow these rules and procedures:

- 1. Please sign in and mark your start time whenever you use a library computer.
- 2. Library computers are available on a first come, first served basis. If there are people waiting, and if you have been using a computer for more than an hour, you may be asked to end your session.
- 3. Computer access is only available during library hours.
- 4. The computers do not contain software to restrict access to information unsuitable for children so we do not guarantee that children will not be able to access unsuitable material. As with other library materials, restriction of a child's access to the Internet is the responsibility of the parent/legal guardian of the child. Therefore, we ask that you supervise children 11 years of age or younger.
- 5. Computers are in a public area where other patrons can see what is on your screen. Accessing inappropriate materials will result in your being banned from using the library's computers. Material will be considered inappropriate if it contains anything in theme, language, nudity, sex, violence or other matters that, in the view of the staff, would offend people or parents whose younger children view the screen.
- 6. You may not use your own software programs on the library computers. Please check with staff before installing or updating programs from the internet.
- 7. Anybody misusing or damaging computers, or using the Internet for illegal or inappropriate purposes, may have their library privileges suspended, may be prosecuted, and will be financially liable for any damages.
- 8. If you are having difficulty using the computer or the Internet, our staff will help you as time and work allows.

## **COMPUTER USE CHARGES**

The Elkford Public Library has computers available for public use. These computers can be used to access the web, use office and other software.

The first 15 minutes of your first session of the day is free. After that, there is a charge of \$1.00 per half hour. You can pay at the end of your session when you sign out.

There is no charge for accessing e-resources that are only available in the library.