

WOODBURY PUBLIC LIBRARY

POLICY/PROCEDURES MANUAL

Computer Usage

General Information

- Users should have basic computer skills, including the ability to use windows and a mouse.
- Users must have a valid library card or obtain a guest pass. Patrons are limited to 3 one hour sessions per day.
- Children under age 6 must be supervised by an adult when using a computer
- The cost of each printed page is 15 cents. Please check print preview before you print so you can select the pages you need. (Second and third pages are often printed unnecessarily!) *Repeated failure to pay will result in a loss of computer privileges.
- This is a public area that is shared by patrons of all ages. All users are asked to refrain from accessing potentially offensive information or images.
- The Woodbury Library does not monitor information accessed over the Internet and cannot guarantee the validity or accuracy of information found on the Internet. Library patrons are advised, as with all library materials, to exercise judgment and discrimination when evaluating the usefulness and reliability of material found on the Internet.

Security/Safety Issues

- As a part of the goal of making as much information available to as many people as possible, the library does not restrict access to any resource on the internet for reasons of content. Parents or guardians, not the library or its staff, are responsible for the Internet information selected or accessed by their children. Parents are advised to supervise their children's Internet sessions.
- The internet is a public communications network. There can be untrustworthy parties between you and anybody you communicate with. Therefore, the library will not be held responsible for any information (i.e. credit cards, banking information etc.) that is compromised.
- All public computers are reset at the end of the day erasing any changes or files saved to the computer.

Wireless Access

- The Woodbury Library offers wireless access for properly equipped laptops and hand held devices. When you use the Internet in the library you are accepting the library's Computer Use Policy.
- The staff can provide assistance with your laptop or mobile device. The library is not responsible for any damage to your equipment.
- Printing is available through our wireless connection. Please ask a staff member for assistance.

- Patrons are welcome to use their personal computers and library WI FI access in the following places:
 - a. Computer carrels provided for that purpose.
 - b. If all carrels are occupied, tables or chairs in the main Library may be used.

The Woodbury Public Library reserves the right to modify this policy at any time and to suspend computer privileges to individuals who fail to follow the above stated policy.

WPL Board of Trustees and Library Staff

Adopted: 11/27/2007

Revised/Approved: 6/25//2015