_____

Last, First (printed)

_____   _____

Signature   Today's date

_____   _____

Street   Guardian (if you are under 18)

_____   _____

Town, State Zip   Address of guardian

Note: If you are under 18, a copy of this agreement will be sent to your parent or guardian.
I have read the **Internet Use Policy** and the **Computer Procedures** and agree to abide by them.

Portland Library
Public Computer Procedures

- Patrons register to use the public computers at the Information Desk.
- By registering, patrons agree to adhere to the Computer Use Policy and Public Computer Procedures. Loss of use may occur when a user chooses not to adhere to the Library's policies or procedures.
- Patrons may use the computer for up to thirty minutes if no one else is waiting.
- If patrons have already used any public computer workstation that day, they may register again with the understanding that they will immediately relinquish the workstation when someone else wants to use it.
- Library staff has the right to cancel or interrupt use of the computers if the need arises.
- Reservations for a time slot may be made up to 3 days in advance, either in person or by telephone request. If a user does not arrive within 15 minutes, the time slot is forfeited if another requests use.
- If a user leaves the computer workstation without notifying the Information Desk, it is assumed that the user is done.
- **Two pages may be printed in Black and White at no charge; thereafter, the cost is 15 cents per page for Black and White. All color printouts are $0.50 per page. These fees are subject to change.**
- The Information Access workstation is assigned by the librarian for research.
- Only one person may be at a workstation at a time in the Adult Area.
- Patrons may not change hardware or software configurations.
- Patrons may not save files to the hard drive.
- Patrons may not load or run their own software applications on the Library's computers.
- If a problem arises, patrons should seek assistance at the Information Desk.
- Staff assistance is limited. Users should be familiar with the applications. The Library does offer computer training workshops.
- No food or beverages are allowed at the computer workstations.
- Head phones are required for accessing all audio content.
- The Children's and Teen's Internet workstation are filtered.
- Computers in the Teen Area are reserved for users age 12-17. Only others who are accompanied by teens are allowed to use the teen computers.
- Computers in the Children's Area are reserved for users age 11 and younger. Only others who are accompanied by children are allowed to use the children's computers.
- Internet workstations are turned off 10 minutes prior to the Library's closing time.

Computer Use Policy
Portland Library

Public access to computers and the Internet are offered to Portland Library patrons of all ages in accord with the Library's Mission Statement to strive to meet the informational, educational, cultural, and recreational needs of the community and to provide appropriate technology resources for the purpose.

Users must register at the Information Desk each time they wish to use the public computers. First time users of library computers must read the Computer Use policy and sign a statement that they will comply with the policy.

The policy shall be posted near the public computers.

The Library strives to protect the confidentiality of all users. However, it is beyond the Library's control to *provide for complete* privacy, due to the public nature of the library and the Internet.

Users are encouraged to seek assistance from librarians to find reliable Internet sources.

As the Internet is a global and unregulated information network, the Library cannot control the information accessible through the Internet and shall not be held liable for its content. Furthermore, all users who release personal information, including personal identifying information, credit card, or bank account numbers, etc. do so at their own risk.

Parents or guardians of children under 18 are responsible for their children's use of the Internet through the Library's connection. As with other library materials, a child's use of the Internet is solely the responsibility of the child's parent or guardian. *The Library shall not assume the right or responsibility to act as a parent.*

The Library provides computers with filtered Internet access located in the Children and Teen areas. The Library shall not be liable for any failure of filtering, or blocking software, to screen out Internet material that is obscene or harmful to minors. The Library shall not be held responsible for filtering being in a disabled condition.

Unless allowed by a library staff member, Internet users may not install nor download software programs onto the Library computer's hard drive.
Users shall not attempt to violate the computer security systems nor attempt to access the hard drive, other files, networks or computer systems of the Library, nor tamper with the computer hardware.

Illegal acts involving Library computing resources, including transmitting or publicly accessing materials harmful to minors and copyright violations, shall be subject to prosecution by local, state or federal authorities.

The Library's computer workstations are in public areas and are shared by patrons of all ages. Therefore, all patrons are asked to refrain from displaying potentially offensive images or from broadcasting sounds that interfere with the civil atmosphere and workplace environment of the library.

Individuals using the Library's wireless communications service to access the Internet are subject to this computer use policy regarding Internet use.

The Library Director, or designee, reserves the right to limit the amount of time a user may use the computers and/or Internet access including wireless access.
Procedural rules regarding use of the computers shall be posted near the computers and available at the Information Desk.

Computer privileges will be suspended or revoked if, in the opinion of the Library Director or a designee, use and/or behavior at the workstations are not in accordance with this policy.

Approved by the Portland Library Board of Directors, October 20, 2011