

# Computer Usage Policy Acceptable Use Agreement



## Time Limits Per Day

Computer use is limited to one hour per session unless no one is waiting. To maximize availability of Library computers for all users, each individual is requested to limit their use to five hours per week.

Express station use is available on a first-come, first-served basis for short-term intervals.

## Sign-In At Service Area Information Desk or PC Reservation Station

Users are required to sign-in at the Information Desk, PC Reservation Station or an available computer for use of all Library computers except the online catalog.

Users of full access Internet stations must use either their own current library card or their own current guest card issued by an NC Cardinal Library.

Users of mobile computers must have both a library or guest card issued by an NC Cardinal Library (in good standing) **and** a current government issued photo ID card. The photo ID is held by the library for the duration of the mobile computer(s) session;

Users may make appointments in person or on the phone for hour-long sessions.

## Printing

There is a charge of \$.25 per side for printing. Use the Print Preview feature to view before printing.

## Saving Files

Save your work on removable media, not the hard drive. Removable media may be available for purchase at the desk.

## Computer Use

Please do not use any software program other than the ones the Library has installed.

All minors who use full access Internet must have their parent's or legal guardian's signature granting permission on the Fontana Regional Library Application for Borrower's Card or the Fontana Regional Library Acceptable Use Agreement.

## Help

Please ask the library staff for help if you have any problems accessing the Internet, computer software or printing.

## AGREEMENT

I understand that there is detailed information in the *Fontana Regional Library Computer Usage Policy* on **Confidentiality**, **User Responsibilities** (including **Ethical**, **Legal** and **Parental** responsibilities), a **Disclaimer** about information on the Internet, and possible **Sanctions** when users violate the *Policy*. I agree to comply with the stated rules of the *Policy*.

PRINT NAME \_\_\_\_\_ DATE \_\_\_\_\_ GUEST [ ]

SIGNATURE \_\_\_\_\_ Staff initials \_\_\_\_\_

PARENT'S SIGNATURE FOR MINORS \_\_\_\_\_

- I give my child permission to use the Internet at the Library
- I do NOT give my child permission to use the Internet