

Baker Free Library Internet Policy

Policies and Guidelines for Public Internet Access and use of Public Workstations and OPACs

Policy:

The Baker Free Library offers walk-in patrons' access to an On-line Public Catalog (OPAC) of all circulating and non-circulating items owned by the library. **Internet access is provided** via a World Wide Web Browser to **valid library card holders**. Borrowers under the age of 18 must have parental or guardian permission to access the Internet. **Children 10 years of age and under** must be accompanied by a Parent/Guardian at all Internet sessions. All users must read the Internet "Policies and Guidelines" and sign a registration form stating that they understand and agree to abide by them.

Guidelines:

Computers connected to the network are available on a walk-in basis during hours of library operation. The computer for Internet access is located in the Children's Room. Users must sign in at the desk before using the Internet computer. Users must end their Internet session 30 minutes before the library closes.

There is a one hour limit on access to a computer. If no one is waiting, patrons may continue with their research. No more than two people may use the Internet computer at a time. **Children 10 years of age and under** must be supervised by a parent or designated guardian during on-line access of the Internet.

Patrons are not permitted to download information to the computer's hard drive. Any files stored there will be deleted by library staff.

Patrons may use their own disk/CD after presenting it to a staff member for a virus scan. 3.5 inch floppy disks are available for purchase at the Circulation Desk at the cost of \$1.00 if one is needed.

Patrons may print pages to the printer at a cost of .10 per sheet of paper. Payment for printed pages should be made at the circulation desk. The printer may not support sophisticated graphics.

No manipulation of any library operating systems, setups or files will be allowed. Abuse of the equipment or the service will result in the user being denied further access to the system. Patrons will be held responsible for any damage to the equipment caused by misuse. Patrons are not allowed to alter or dismantle any bookmarks, icons or menus created by BFL to assist users navigate the Internet.

Internet Disclaimer:

The Baker Free Library and its Trustees and Staff do not control the Internet. The Library cannot censor your access to material nor protect you from information you find offensive, controversial or inappropriate. As with other library materials, restriction of a child's access to the Internet is the responsibility of the parent/legal guardian. Parents are encouraged to come in with their children and supervise Internet sessions at the library.

Please ask any staff member for assistance.

Baker Free Library Use of Internet Agreement

I, _____, understand and agree to abide by the provisions set forth in the
(Name)

Baker Free Library Internet Policy.

Date _____

Print name _____

Card # _____

Staff initials _____

Accepted by The Board of Trustees 9/10/97

Parental/Guardian Permission for Youth under 18 years of age to access the Internet at BFL

_____ has my permission to have access to the Internet at the Baker Free Library.
(Child's name)

(Children 10 years of age and under must use the Internet with a parent/guardian.) I understand and accept the provisions of the Baker Free Library Internet Policy.

_____ Date _____
Signature of parent/guardian

Print name _____

I, _____, understand and agree to abide by the provisions set forth in
(Child's Name)

the Baker Free Library Internet Policy.

_____ Date _____
(print Child's Name)

Library Card number _____

Staff initials _____

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