MITCHELLVILLE PUBLIC LIBRARY COMPUTER

AND INTERNET ACCESS POLICY

Revised 10-30-19

**INTERNET POLICY:**

The Library supports the American Library Association Intellectual Freedom statements which include the Library Bill of Rights and the Freedom to Read. The Library supports the user’s right to privacy for internet sessions, as with all resources and services provided by the library.

Parents and guardians of children, not the Library or staff, are responsible for their children’s use of the internet through the Library’s connection. Parents are advised to supervise their children’s internet sessions.

The internet is an exciting medium, but users should be aware that there are risks. Mitchellville Public 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 to evaluate the usefulness and reliability of material found on the internet. The Library also assumes that users will exercise good judgment and good taste.

**INTERNET RULES AND GUIDELINES:**

**FIRST TIME USERS:**

All users must read the Public Internet Access Policy. The Library reserves the right to terminate an internet session at any time.

**TIME:**

The internet workstation is available during library hours and may be subject to restrictions. Unreserved time may be used on a walk-in basis. Patrons who are 10 or more minutes late will forfeit the reserved computer to walk-in patrons. The Library reserves the right to limit the number of patrons using a terminal at the same time. All individuals at a workstation must have a consent form on file.

**ASSISTANCE:**

The Library staff will be glad to provide assistance in the use of the internet, but cannot offer in-depth training on the internet or personal computers. Internet-trained staff may not always be available.

**WARNING:**

Not all sources provide complete, accurate or current information.

**PRINTING FROM INTERNET:**

Printouts:

 Black and white copies 20 cents per page – first three pages free if homework.

 Color copies 50 cents per page.

**E-MAIL**

The Library’s e-mail is not available for patron use; however, you are welcome to use any of the free mailboxes available on the Internet. Users are advised to refrain from revealing their personal addresses or credit card information on the internet. Patrons will be responsible for any materials ordered via the internet. The Library will not be responsible for these costs.

**COMPUTER RULES:**

**SOFTWARE:**

 Patrons may bring their own compatible disks to use on the Library’s computer, provided they are scanned for viruses.

**USING THE COMPUTERS:**

 When a patron arrives to use the computers, the following protocols should be followed:

* Sign in and sign out at the circulation desk. One person at a time per computer. Exceptions – Parent working with a child or permission granted by staff member.
* Respect other patrons’ privacy. Do not watch the screen of another computer user unless invited to do so by the patron at that station.
* No conversation while at the computer station, except low-tone related interaction.
* Do not turn off computers. Ask staff for help if a problem occurs.

 There is no charge for the use of the Library’s equipment. Use of the computers is on a first-come, first-served basis for 30 minutes for play and 60 minutes for homework and business. Reservations are for 60-minute time slots for homework or business. Reservations may not be made more than one week ahead of time.

 The Library will provide general assistance in the use of the computer, but cannot provide in-depth training. Trained staff may not always be available.

**PRINTING:**

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