

CEDAR FALLS PUBLIC LIBRARY

Public Access Computer Policy

The Cedar Falls Public Library provides public access computers for Internet and Microsoft office products. Computers are reserved on a “first come, first served,” basis for one hour blocks of time with additional minutes if no one else is waiting. All computer sessions must end 10 minutes prior to closing time. To use the computers, patrons must use their own library card. Patrons may use only their own library card to access the Internet, although guest logins are available at the Reference Desk for nonresidents.

Software availability may change without notice. Anti-virus precautions have been implemented on library computers. However, the library does not guarantee protection from viruses. Users should bring their own file storage device for downloads.

Library staff cannot provide in-depth training on personal computer use or the Internet. The staff may be able to offer searching suggestions and answer questions. Internet, word processing, and other computer books are available for patron use.

Only two people may share a computer at one time. Misuse of computers such as, but not limited to, physical abuse of hardware or attempts to circumvent library security measures, will result in the loss of the patron’s computer privileges. The Library may also charge a patron for damages caused by their actions. If the patron is a minor, the parents or guardians will be held responsible for damages. The Library does not filter Internet content. Staff may, however, limit images displayed on those screens open to public viewing in order to ensure the secure and comfortable environment of the Library. The Library reserves the right to end an Internet session at any time at our sole and uncontrolled discretion.

Library equipment may not be used to make unauthorized copies of copyrighted materials. Copyrighted software may not be copied. Persons who make or attempt to make unauthorized copies shall be subject to all fines and penalties applicable to copyright violation.

Print copies may be made from the computers according to the following pricing:

Single Sided

Black & White

8.5" width 10¢

11" x 17" 20¢

Color

8.5" width 25¢

11" x 17" 50¢

Double Sided

Black & White

8.5" width 20¢

11" x 17" 40¢

Color

8.5" width 50¢

11" x 17" \$1.00

\$1.00 Minimum for non-cash payments, 10¢ cash payment must be inserted for use

On the first floor, Youth Department public access computers may only be used by patrons in 6th grade or younger and their parents or guardians.

When the Young Adult room is staffed, 7th grade through 12th grade students may use the computers in that room.

Revised 4/4/18