

## **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. Guest logins may be requested at the department desks for those without library cards; adults are required to present photo identification at the time of their request.

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 and check-out.

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 accordance with Library policies. The Library reserves the right to end a computer session at any time at our sole and uncontrolled discretion.

Library equipment may not be used to make unauthorized copies of copyrighted materials. Persons who make or attempt to make unauthorized copies may be subject to penalties applicable to copyright violation.

Copies may be made on the first-floor copier. Prints and copies may be made from the second-floor computers and copier according to the following pricing:

<b>Paper Size</b>	<b>Black &amp; White</b>		<b>Color</b>	
	<b>8.5” x 11”</b>	<b>11” x 17”</b>	<b>8.5” x 11”</b>	<b>11” x 17”</b>
Single Sided	10¢	20¢	25¢	50¢
Double Sided	20¢	40¢	50¢	\$1.00

Minimum of \$1.00 for non-cash or 10 cents for 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 accompanying parents or guardians.

Computers in the young adult room are intended for patrons who are twelve to eighteen years old and in grades 7 through 12.

Revised 04/04/2018, 10/02/2019, 12/07/2022