

Woodbury Public Library Policies/Procedures Manual

Computer Usage

General Information

- Users should have basic computer skills, including the ability to use windows and a mouse. Any patrons who do not possess these skills should make an appointment with our Reference/Technology Librarian in order to have direct assistance.
- Users must have a valid library card or obtain a guest pass. Patrons are limited to an hour session at a time, and can request a time extension if there are empty seats left at other computers.
- If you need to request additional time, please do so either at the Reference Desk or Circulation Desk in a manner that is quiet and respectful to other patrons. Otherwise, time extensions will not be permitted.
- Children under age 6 must be supervised by an adult when using a computer.
- The cost of each black and white printed page is 15 cents. The cost of each printed page in color is 50 cents. Please check print preview before you print so you can select the pages you need. (Second and third pages are often printed unnecessarily!) *Repeated failure to pay will result in a loss of computer privileges.
- This is a public area that is shared by patrons of all ages. All users are asked to refrain from accessing potentially offensive information or images. (The viewing of adult sites or pornography is prohibited.)
- The Woodbury 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 when evaluating the usefulness and reliability of material found on the Internet.

Security/Safety Issues

- As a part of the goal of making as much information available to as many people as possible, the library does not restrict access to any resource on the internet for reasons of content. Parents or guardians, not the library or its staff, are responsible for the Internet information selected or accessed by their children. Parents are advised to supervise their children's Internet sessions.
- The internet is a public communications network. There can be untrustworthy parties between you and anybody with whom you communicate. Therefore, the library will not be held responsible for any information (i.e. credit cards, banking information etc.) that is compromised.
- All public computers reset at the end of a session, erasing any changes or files saved to the computer.

Wireless Access

- The Woodbury Library offers wireless access for properly equipped laptops and hand held devices. When you use the Internet in the library you are accepting the library's Computer Use Policy.
- Patrons are welcome to use their personal computers and library WIFI access in the following places: a. Computer carrels provided for that purpose. b. If all carrels are occupied, tables or chairs in the main Library may be used.
- The staff can provide assistance with your laptop or mobile device. Our Reference/Technology Librarian is an excellent resource for any technology inquiries. The library is not responsible for any damage to your equipment.
- Wireless Printing is available through Princh. Please ask a staff member for assistance.

The Woodbury Public Library reserves the right to modify this policy at any time and to suspend computer privileges to individuals who fail to follow the above stated policy.