

CCLD PUBLIC COMPUTER GUIDELINES

- **By using a public Internet workstation at a CCLD Library you agree to the CCLD Code of Conduct and the CCLD Internet Policy and the following Public Computer guidelines.**
- **Library users are expected to comply with the CCLD Code of Conduct and all local, state, and federal laws while using the CCLD Public Computers. The library's internet may not be used for any illegal activity including displaying, printing or sending any material that is pornographic, libelous, threatening or harassing; violating copyright or trademark laws, software licensing agreements or intellectual property rights.**
Failure to comply with these rules will result in immediate removal from the library. Further, the violator may be banned from the Library District for a period determined by the Library District Director.
- **NO EATING OR OPEN DRINK CONTAINERS AT THE COMPUTERS.**
- **NO more than 2 Adult Patrons may sit at a Public Computer.**
- **Patrons enter their 13-digit library card number at a computer to begin their session.**
Patrons may request a Guest Pass to use the Public Computers if they do not have a Library Card.
- **If there are no patrons waiting for a Public PC, Patrons may extend their Public Computer session. If all Public Computers are in use, Patrons may request the next available Public Computer.**
CCLD will not take reservations for individuals but may reserve the Public Computers for training or class use.
- **Patrons under 16 years of age should use the Teen Space or Youth Department Computers (as appropriate), unless a parent or Guardian grants prior authorization.**
- **Public Computer sessions end 15 minutes prior to the library closing for the day.**
It is the Patron's responsibility to save their work to an external source or email it to themselves.
- **The Library's computers – equipment and software – must be used as installed.**
Users are not permitted to add, delete, or modify existing software or hardware.
- **Library users must respect copyright laws and licensing agreements and abide by general rules of acceptable Internet conduct.**
Acts or behaviors which may jeopardize a source's files or behavior which may jeopardize the library's account or access to resources will result in revocation of privileges at the library.
- **Patrons should log off their account after each Public Computer session.**
The library is not responsible for lost data or for unauthorized access to personal web-based email accounts, social networking sites, bank accounts, or other online commerce sites.