

# TOWN OF TWO HILLS PUBLIC LIBRARY BOARD POLICY MANUAL

**Category:** Technology  
**Policy Number:** 702  
**Title:** Use of the Computer

## **Policy Statement:**

The library shall place certain rules on the use of the public computer and the Internet.

## **Guidelines and Procedures:**

1. The user must register or sign-in prior to each use of the computer.
2. Time at the Internet terminal shall be by a first come first serve basis. If all computers are busy and another patron comes in, the person having used the internet for 30 minutes or more will be asked to give up their computer first.
3. Anyone under the age of 18 who wishes to use the Internet must have a completed permission form signed by his or her parent/guardian or be accompanied by them. Library personnel can request proof of age.
4. Only two people are allowed at a computer terminal at any one time.
5. Access to e-resources limited to those subscribed to through TRAC and NLLS.
6. Individuals who appear to be unable to use the computers or access the Internet without help will be asked to stop using the equipment. Library staff is available to help you access the Internet on the public access computer, but will not provide in depth training. Unsupervised children who appear to be unable to use the computers or access the Internet without supervision will be asked to stop using the equipment
7. Absolutely nothing is to be downloaded onto the hard drive of the Public Computer. This is in order to minimize the potential for the introduction of computer viruses.
8. The Library and its staff cannot control the availability of access to the Internet or to a specific information site you may wish to visit.
9. Flash Drives are permitted but will have to be checked for viruses first by the library manager first. Lap tops will be allowed to connect to the internet via wireless access.
10. Customers are responsible for any damage they have caused to Library's equipment. Any misuse of the computer or Internet access will result in loss of privileges.
11. Access to e-mail will be allowed as long as there is no charge to the library.
12. The library does not permit downloading of adult sites.
13. The library will charge \$1.00 per copy for color printing services.
14. All patrons using the internet must sign an access agreement and release form for both adults and youth. (See Appendix O)
15. Library staff have full authority to evict any patron for displaying unacceptable behavior. If necessary, RCMP may be called.

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