

Dowagiac District Library Public Computer Use Policy

The Dowagiac District Library provides public use computers for library users. Each computer can provide access to the Internet and word processing software.

Adults, age 18 and older, must complete a one time registration on the reverse of the library application agreeing to abide by the library's computer use policy. Each time a computer is used the patron must log in at the front desk and log out when finished.

Minors, age 12-17, must have parental consent to use the library computers. The minor and parent/guardian must complete a one time registration on the reverse of the library application agreeing to abide by the library's computer use policy. Each time a computer is used the patron must log in at the front desk and log out when finished.

Minor children under the age of 12 must be accompanied by a parent/guardian, who is registered to use the library computers and who will log in and out at the front desk.

User responsibilities and guidelines

Users are limited to one hour per day. Users should have library cards in good standing without overdue materials or unpaid fines. Visitors will be permitted to use the library computers if no registered users are waiting for computer time. Visitors will be asked to vacate computers in less than one hour if library patrons are waiting for computer time.

Computer equipment is designed for personal use (one person at a time) not group use. Exceptions may be made when staff instruction is needed or if prior arrangements have been made. Minor children under age 12 must be accompanied by an adult.

Like all library information resources, computers must be shared and used in a manner which respects the rights of others and refrains from activity that prevents others from using them.

Library computers are to be used for educational, informational, and recreational purposes only.

Users will refrain from illegal or unethical use of computers. Illegal use will be prosecuted as required by law.

Users will respect intellectual property rights by making only authorized copies of copyrighted, licensed or otherwise controlled software or data residing on a computer.

Users will refrain from damaging or altering the setup of equipment used to access library computers. Users who do not follow exactly instructions provided by the library may be liable for damages to the system.

Users will respect the privacy of others by not misrepresenting oneself as another user; by not attempting to modify or gain access to files, passwords or data belonging to others; and by not seeking disallowed access to any information on the computer.

Users will refrain from altering or damaging software or data residing on the computer.

Users will refrain from the deliberate propagation of computer worms and viruses.

Staff assistance

The library cannot guarantee that computer-trained staff will be available to assist users at all times the library is open. Staff will provide assistance with specific questions and offer searching suggestions as possible.

Approved by the Library Board April 12, 2005

Revised by the Library Board October 11, 2005