



OZARK REGIONAL LIBRARY

Computer Usage Policy

Computer Usage

1. One public computer guest pass is available per user, after which users must have a valid Ozark Regional Library card.
2. Users will check out computers in one-hour sessions with a limit of two hours per day unless it is educational, research, or job-related work.
3. Users may not download files to public computers; temporarily storing a document for editing and/or printing purposes is acceptable as long as the patron deletes the item after editing/printing.
4. Users may not use their own software programs on public computers.
5. Computer use will be available on a first come, first serve basis.
6. A printer is available. Patrons are responsible for all copies sent to the printer.
7. Misuse of the computer will result in the loss of computer privileges and may include charges for damaged equipment.

Internet Access Guidelines

1. Information services provided through the Internet are intended for private use. Any commercial or other unauthorized use is forbidden.
2. Computers are intended for educational, research, and job opportunities.
3. While Ozark Regional Library filters content, it does not monitor and has no control over the information accessed through the Internet and cannot be held responsible for its content.
4. Intentional or repeated use, possession, or transmission of materials which are considered obscene, abusive, or otherwise prohibited by local community standards is prohibited.

Supervising Children

1. Children under 10 years of age must be accompanied by a parent or legal guardian.
2. Minors 10-18 years of age must have parent/legal guardian permission to use the Internet.
3. The public library does not serve *in loco parentis* (in place of parent)—the responsibility for what minors read or view on the Internet rests with the parent or guardian.

Staff Assistance

1. Staff can assist patrons in accessing the Internet.
2. Help with printing or other functions may not always be available.
3. Staff cannot provide in-depth training, but one-on-one Q&A sessions are offered.
4. Staff cannot help with online functions that require patrons' private information.
5. The library is not responsible for viruses or other damage resulting from accessing the Internet.
6. The library does not offer email accounts.