

# WORD PROCESSING COMPUTER USE POLICY

## Moffat Library of Washingtonville

### Who is eligible

- Anyone with a valid ANSER library card may use the computers. Preference is given to Moffat Library cardholders.
- Children under the age of 10 must have a parent or guardian present to assist with using the computer and observing the policy.
- Users are required to sign in at the circulation desk before using the computer. The patron must present his/her library card to a library staff member to use the computer. The card must be free of fines and overdue items.
- No more than two people may use a workstation at any one time. At least one of the two must have a valid RCLS library card.

### Making Reservations

- Computer reservations may be made by telephone or in person during library hours. Reservations are for one-hour sessions.
- If you cancel an appointment, you must do so before the appointment begins.
- Patrons who are more than ten minutes late for a reservation will forfeit their time.
- Walk-ins are allowed whenever the computers are free.
- Patrons may not use the computer for more than two consecutive sessions at a time, or more than four hours a week.

### Staff Assistance

- Staff members will offer basic assistance with computer hardware, software, and peripherals. However, they are not experts in all programs. Manuals and on-line help are available.

### User Responsibilities

- Users may not use their own software, hardware, or peripherals.
- Users may use their own flash drives. Flash drives are available for purchase at the circulation desk.
- It is the responsibility of each user to save his/her work frequently.
- Users must allow themselves at least ten minutes before the end of their appointment to print or save their work.
- All computer copies are \$.10 per page. Please pay at the circulation desk.
- Users may not download or save any files to the library computer's hard drive.
- Library software may not be downloaded for personal use. It is protected under the Copyright Law of the United States of America, Title 17, U.S. Code. **Software piracy is federal crime.**
- Computer settings and configurations cannot be changed.
- The library assumes no liability for any loss or damage.
- Misuse or abuse of computers will result in immediate suspension of access privileges.
- Staff on duty have the right to cancel or interrupt the use of computers at any time.

These rules are subject to change at any time.

*Adopted 9/24/97*

*Revised 4/29/02*

*Revised 1/24/11*

*Moffat Library Board of Trustees*