

East Cleveland Public Library
Internet & Computer Usage Guidelines & Policy

DISCLAIMER: Since the Internet is a global electronic network, there is no state/county control of its users or content. Library staff cannot control the availability of information links which change rapidly. When using the Internet, please remember that some material may be outdated, wrong, or biased. It is up to the patron to critically evaluate all information you find.

ANY ONE OWING FINES OR HAVING A DELINQUENCY WILL NOT BE ALLOWED TO USE THE COMPUTER LAB UNTIL THE FINE IS BELOW THE \$10.00 THRESHOLD, ACCORDING TO LIBRARY POLICY (3/94)

In an effort to promote fair and equitable use of all equipment, the East Cleveland Public Library asks that our patrons observe the following rules:

1. No food or beverage allowed in the lab, nor will loud or disruptive behavior be tolerated.
2. A Clevnet Library (PUBLIC LIBRARY) card must be presented at circulation desk to validate use of lab.
3. You must check in with Lab personnel to verify scheduled time and sign in when using computers/lab.
4. **Use of the INTERNET will be scheduled in half-hour blocks and enforced.**
5. Use or installing your own personal software programs, of any type, is not allowed.
6. Your documents cannot be saved on the hard drive of the library computer. You will need a 3 1/2 floppy disk or zip drive disk if you want to save your work. The Library will not be responsible for your disk if it gets stuck in the machine or if any damage occurs to the disk while working on our computers. You are using our computers at your own risk.
7. There is a limit of twenty (20) printed copies per day. **Graphic (pictures) have a limit of 5 copies per day.**
8. A maximum of two (2) persons will be permitted at a single computer, and only if space allows.
9. Patrons using the computers or Internet are expected to have prior computer knowledge of operations. Staff cannot provide in-depth personal training. The East Cleveland Public Library offers "FREE COMPUTER CLASSES" for those who need these basic computer skills.
10. Patrons are restricted from tampering with, connecting or disconnecting, opening areas that expose our system, and removing hardware. If there is a problem, the patron is expected to immediately report computer problems to lab personnel on duty. Abuse of this rule could result in a repair fine being placed on your library card.

Library Computer workstations may not be used to view sexually explicit materials. Any library staff member who observes a person viewing such material, will direct

that person to remove the material from the computer screen and refrain from viewing such material in the future. Any person refusing to do so will be asked to leave the library premises. Library law enforcement personnel may be called to enforce compliance with such a request.

- THE EAST CLEVELAND PUBLIC LIBRARY STAFF RESERVES THE RIGHT TO DENY ACCESS TO THE COMPUTER LAB TO ANY PERSON VIOLATING THE ABOVE GUIDELINES AND PROCEDURES AS WELL AS FAILING TO OPERATE COMPUTER IN A RESPONSIBLE MANNER. VIOLATORS ARE SUBJECT TO COMPUTER REPAIR FINES.