

BRAZIL PUBLIC LIBRARY

INTERNET POLICY

Adopted by the Brazil Public Library Board of
the 25th day of May, 2016

DISCLAIMER

The Internet is a global electronic network and tool for life-long learning. In a free and democratic society, access to information is a fundamental right of citizenship.

The Internet contains many valuable resources but there is no federal, state or local control of its users or content. The Internet and its available resources may contain items that are illegal, defamatory, inaccurate or potentially offensive to some people. The Library cannot censor access to materials nor protect users from offensive information. It is technically impossible to prevent access to all objectionable resources.

As with other materials, parents and guardians of minor children (not the Library nor its staff), are responsible for supervising their children's use of Internet resources.

The library staff cannot control the availability of information links, which often change rapidly and unpredictably. Not all sources on the internet provide accurate, complete or current information. Users need to use good judgment in questioning the validity of information.

The Brazil Public Library strongly advises caution when providing personal information over the Internet and is not responsible for any errors or losses resulting in the patron doing so.

While the library's policy prohibits access to inappropriate materials, users have the ability to access offensive information and visual materials. Patrons are hereby notified that they are responsible for the access points they reach.

**NOT FOLLOWING THE COMPUTER LAB RULES MAY RESULT IN
LOSS OF COMPUTER LAB PRIVILEGES.**

COMPUTER LAB RULES AND INTERNET USE POLICY

All Users of the Computer Lab are expected to abide by the Computer and Internet Use Policy.

Users will be expected to keep noise to a minimum in computer lab.

Damaging, destructive or potentially destructive misuse of computer equipment or software is considered an act of destructive behavior under the Libraries policies and violators will be punished or prosecuted in accordance with Library policies.

No food or drink is allowed in the computer room. A water fountain is nearby for your convenience.

Children younger than Middle School age are NOT allowed in the Computer Lab.

Strollers and toys are not allowed in the Computer Lab.

Conversations with other lab patrons or talking on cell phones is **NOT ALLOWED**. Texting is allowed if phone is on silent. Cell phone ringers must be set to vibrate or silent. You can take phone calls in the downstairs lobby.

Only one person per computer. Parents may work with their middle school age child on one computer. Patrons working on a 'group' project should make special arrangements with the computer lab attendant.

A family lab is provided for patrons with underage children. Children **MUST** remain with and be supervised by parent or guardian.

A library card and/or public access card is needed to log on to the computer lab computers.

If you do not have a valid library card, are an out of town guest, or persons living in Clay County but outside of Brazil City or Brazil Township, may access one of the Public Access Computers by presenting a picture ID to the front desk or computer lab attendant. Picture ID's that will be accepted include: state issued driver's license, state issued ID, temporary driver's license or Passport.

Minors who do not have a valid BPL library card will need to have a school picture ID card to access the computer lab. Children younger than Middle School age are **NOT** allowed in the computer lab.

All ‘Guests’ must sign in and show proper ID even if they are just assisting a computer patron.

Valid Library card patrons are limited to a two (2) hour time limit, per day.

Public Access Computers are limited to a first come first served basis and have a fifteen (15) minute time limit. Time limit extensions may vary depending on the nature of business being conducted. Testing, school work, resumes, job searching and business needs take priority over Internet browsing. *Time will NOT be extended for Facebook and social media.*

Library cards can only be used by the registered patron of that card. Public Access cards can only be used by patron issued the access card. “Loaning” out your library card or access card will result in your computer privileges being revoked.

Accessing email, social media networking sites is allowed but this is not the primary purpose of the Computer Labs and minimal support will be available.

“Chat rooms and Gaming” are prohibited. Patrons engaged in these activities will be asked to “log out” and will lose their computer privileges for the remainder of the day. Patrons who are continually asked to ‘log out’ will have their computer privileges revoked.

Patrons will be asked to ‘logout’ of sites that are, in the opinion of the Library Staff, not appropriate for viewing in a public library. Patrons who are continually asked to ‘logout’ of these sites will have their computer privileges revoked.

Patrons cannot save anything to the computer’s hard drive. You may save your information on your own ‘USB or Jump drive’ or a ‘CD’.

Printing is available in the computer lab at a cost of ten (\$.10) cents per page for black and white copies and twenty-five (\$.25) cents per page for color copies.

Computer Lab Hours:

Monday thru Thursday	10:00am thru 7:45pm.
Friday and Saturday	10:00am thru 5:45pm.

Lab closing times are prompt. All printing must be completed **BEFORE** the lab closing time.

