

BEALS MEMORIAL LIBRARY
COMPUTER USE, INTERNET SAFETY AND PRINTER USE POLICIES

Computer Use Policy:

1. All residents of Winchendon and other communities within the C/W MARS network are welcome to use our computers. No library card is required for use, but it is strongly encouraged that users apply for one. Patrons under the age of 18 must have a parent/legal guardian sign the Internet users agreement (on library card application), and those under 9 must have a parent/guardian present with them while using the computer. All computer users must sign in at the public computer desk with their name, date and time of use.
2. Users may reserve one 60-minute block of computer time per day. Users are free to choose any available computer. Reservations can be made up to one week in advance, in person or by telephone. Reservations cannot be held for those who have not arrived by the appointed time. Walk-in use, on a first-come, first-serve basis is also available. An individual's computer usage is limited to one hour. Arrangements can be made for extending the limit to two hours for students doing homework or for other reasonable purposes. Users who have gone beyond the one hour time limit may be asked to step aside for another user. Failure to promptly (5 minutes or less) abide by this request could result in the loss of computer privileges.
3. Information downloaded from the internet must be stored on the user's personal storage device (such as a USB drive). No files can be retained on Library computer desktops or hard drives. All such files will be deleted automatically from the computer at day's end. The Library strongly suggests saving material to the user's personal e-mail account.
4. Access to the internet from Library computers is designed to provide users an opportunity to search for information relevant to an academic assignment, business or personal interest. Access to, and use of the Library's internet connection is a privilege and should be treated as such. Users abusing the library's internet access by unethical or illegal use will have their privilege suspended.
5. For the comfort of other Library users, please wear the provided headphones so that no noise emanates from the computer speakers. Users are also asked to keep personal belonging directly adjacent to the computer being used and off surrounding chairs and tables.
6. Users of the public computers are notified 30 minutes prior to closing so they have enough time to finish their business before their use is terminated at 15 minutes before closing. All copying, printing, and faxing must be completed and paid for 15 minutes prior to closing.

Internet Safety Policy:

1. The Beals Memorial Library does not monitor Internet use, has no control over the information accessed through the Internet, and cannot be held responsible for its content or accuracy. The Library complies with the federal Children's Internet Protection Act (CIPA) which requires the use of filtering software for all Library computers. It also requires that the Library prohibit access by minors to inappropriate matter on the Internet, and protect their safety and security when using electronic mail, chat rooms, and other forms of direct electronic communications. That being said, filtering software may not block all material users might find offensive. Parent(s)/guardian(s) are encouraged to supervise their children's Internet sessions. The Parent/guardian is responsible for, and the ultimate judge of the value and appropriateness of the material accessed via the internet by their children.
2. The Library's Internet Safety Policy prohibits users from engaging in any activity which is in violation of Federal, State, local, or other applicable law or Library policy and users may not receive or display graphics which may reasonably be construed as obscene as defined by law. Furthermore, users may not display images, sounds or messages in a way that will negatively affect those who find them objectionable or offensive.
3. Please note that while the Library uses filtering software to prevent access to sites that are sexually explicit, it has no control over images that are transmitted through e-mail and other personal communication services. Also, filtering software cannot guarantee that all sites prohibited by the Library's internet policies are blocked.
4. If staff members receive a complaint from a patron or themselves view images they believe fall within the categories prohibited by the Library's policy, they will tell computer users that the site they are viewing is in violation of the Library's Internet Safety Policy and that they need to refrain from displaying such material. If the users persist, staff will turn off the computer's power source.

Printer Use Policy:

1. Print-outs from the Library printer must be counted by Library staff to determine the amount to be paid by the patron.

Printing Costs:

8.5 x 11 and 8.5 x 14 Paper

Black & White: 10 cents per side

8.5 x 11 and 8.5 x 14 Paper

Color: 25 cents per side

11 x 17 Paper

Black & White: Black & White: 25 cents per side

Color: 50 cents per side

Faxing Cost:

\$1.00 per page up to \$15.00

(Cover page is free)