

OKEMAH PUBLIC LIBRARY

COMPUTER USE POLICY

Time limit will be **30 minutes for each patron**. If using the computer for educational and/or employment purposes, the time may be extended by the Librarian. **Any exceptions shall be at the discretion of the Librarian.**

Children under the age of 14 **MAY NOT** use the computer without direct supervision at all times by a parent or in charge person.

Children under the age of 18 **MUST HAVE** a Computer Use Policy form signed by a parent or legal guardian.

All patrons **MUST BE** computer literate. Each patron must sign in on the computer log sheet before using the computer.

Any **patron or family members** having fines and/or overdue books **MAY NOT** use the computer until such fines are paid and/or books returned.

Each person must read and agree to follow, and sign the following rules set by the Okemah Library Board of Trustees.

1. I will act in a responsible manner while using the computer.
2. I will not attempt to access programs or files which could contain a virus on the computer.
3. I will not change desktop backgrounds or home pages on the computer.
4. I will not access pornographic or sexually explicit material on the computer.
5. I will not access "chat lines" on the computer.
6. I will ask for assistance when needed and not "experiment" with the computer.
7. I will pay for **ALL** copies made while using the computer, even the ones which only have a few lines of non-essential information on them.
8. I will not attempt to load any programs/information on the hard drive.
9. I understand I **WILL NOT** leave my small children to roam unattended in library while I use the computer.
10. I understand personal cleanliness is expected of me when I use the computer and headphones.
11. I will not bring my own programs to the Library to attempt to put onto the computer.
12. I understand disregard for these guidelines/rules means that I will no longer be allowed to use the computer.

Charges for printing: Black and white copies are 25¢ each. Color copies are \$1.50 each. If you print something, even if you do not want all of the copies, you must pay for what you printed. Failure to do so may result in loss of privileges.

I have read the above rules and agree to follow them:

SIGNED: _____ DATED: _____

Revised by the Okemah Public Library Board of Trustees 2-13-07

LIBRARY USE ONLY
NAME:

ID#

DATE ISSUED: