



Mount Laurel
Library

GUIDELINES FOR USE OF LIBRARY COMPUTERS

Approved 4/19/17

- The Library provides more than 30 PCs for public use. PC reservation software allows users to log on to the library's computers using their library card number. Library card holders will be given a 90 minute session. If no one is waiting, extra time will be given in 30 minute increments. Library card holders may have a maximum of 9 hours of computer use per day. Library computers may be reserved in advance for same day use.
- Individuals without library cards may use visitor computers, available on a first come, first serve basis. Visitor computers are available at no charge to non-cardholders for a 15 minute, single session each day. Customers without cards may purchase a visitor's card that provides them with the same computer privileges as card holders. The fee is \$35 for one year, \$5 for one month, or \$2 for one day.
- All printing and/or downloading must be completed within the time limit of their computer session. They will receive a warning 10 minutes prior to the end of their allotted time, another at four minutes, and a final warning 1 minute prior to the end of your session. They will be automatically logged off at the end of their session. Any work not saved will be lost at that time. Sessions will end 5 minutes before Library closing.
- Printing may be paid for at the Computer Reservation and Printing Station. Current fees are posted.
- Only library-provided software may be used on the library's computers. Software owned or supplied by users may not be installed or used on library computers.
- Users may not alter or attempt to alter the setup of library computers. This includes shifting computer monitors and moving computer desks.
- Users may save their data temporarily on the hard drives of library computers, but any data saved will be removed when their session ends. Users must supply their own USB drives. USB drives may be purchased from the Library vending machine located in the Copier Room.
- Materials obtained or copied from electronic resources may be subject to copyright laws. Users shall be responsible for compliance with all laws governing copyrighted materials.
- Privacy cannot be guaranteed, and because security is technically difficult to achieve, electronic communications and files could become public.
- Users are asked to respect the privacy and personal space of other computer users.
- The Library is not responsible for any damage done to computer users' disks, USB drives, data, hardware or software by any virus which may have been contracted on or through library equipment. Although the Library has installed virus protection on its computers, it is always possible for a new virus to appear and therefore protection can not be guaranteed.
- The Library is not responsible for any damage done to computer users' disks, data, hardware or software as a result of the malfunctioning of library hardware or software.
- Time permitting, library staff will try to help with basic computer problems. Staff is not able to offer extensive explanations or provide in-depth training.
- Misuse of library computers may result in the suspension or loss of library privileges. Illegal acts involving computing equipment and/or services will be subject to legal action as provided by New Jersey statute, N.J.S.A. 2A:38A-3 or other applicable law.