



## **Lafourche Parish Public Library Public Access Computer Usage Policy**

### **General Rules**

1. Computer users are expected to have adequate knowledge of hardware and software to enable them to work with minimal assistance from library staff. If a patron needs additional assistance with computers, he or she can schedule an appointment with a trained library staff member.
2. Computer may be used by no more than two persons at a time.
3. Computer users must sign in at the desk before using computers. (Computer logs will be destroyed daily).
4. Computers are assigned on a first come first serve basis in one-hour increments. During high demand, users may be limited to one session per day.
5. If equipment is damaged, out of paper or ink, or otherwise not functioning properly, users should immediately report the problem to a staff member. This will help minimize the time the equipment may need to be out of service.
6. Computer users are expected to operate equipment in a proper manner and with respect for other's rights to privacy and quiet concentration. The Library reserves the right to terminate a patron's use of any computer for any reason, including disruptive behavior and adverse weather conditions. Three terminations will result in loss of computer privileges for an indeterminate amount of time, as determined by the Branch Supervisor.
7. Computer users are responsible for any damage to computers, printers, or software due to carelessness or misuse of equipment, including repair or replacement of damaged items.
8. Data may be saved to external media devices or to the temporary "workspace" on computer only. The temporary "workspace" is automatically deleted every evening. Computer users may not install any other program onto library computers or copy, alter, or delete any system or IOS program files.
9. Wireless printing is available: Standard fees apply.
  - a. \$.10 for black and white
  - b. \$.50 for color



## Internet

1. Parents (or a responsible adult in loco parentis) have the right and the responsibility to restrict their own children's access – and only their own children's access—to library resources, including the Internet. Library staff does not serve *in loco parentis* (in the place of parents).
2. Since the Internet is unregulated, the Library is not responsible for the content, quality, validity, or currency of any information found on the Internet that the Library did not create. The Library cannot control or monitor material accessed from online electronic resources.

## Fees

1. A fee of \$.10 will be charged for each page of black printout.
2. A fee of \$.50 will be charged for each page of color printout.
3. Fees will be posted.
4. Wireless printing is available. The above fees apply at the reference desk at the Lockport, South Lafourche, and Thibodaux.

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Failure to comply with any of these rules may result in loss of computer privileges at the Lafourche Parish Public Library.