

Free Public Library of Audubon

239 Oakland Ave
Audubon, NJ 08106
856-547-8686 Fax: 856-547-0277
www.audubonlibrary.org

PATRON INTERNET AND WORD PROCESSOR POLICY

Library Hours

Monday through Thursday	11:00 am to 8:00 pm
Friday	11:00 am to 6:00 pm
Saturday	10:00 am to 2:00 pm

The Library is closed on Saturdays during July and August.

Computer Access Times

Monday through Thursday	11:00 am to 7:45 pm
Friday	11:00 am to 5:45 pm
Saturday	11:00 am to 1:45 pm

All patrons are to be finished using the computer and printer as listed above.

NO EXCEPTIONS

The Library provides workstations with free access to the Internet and word processing, as an important resource in meeting the informational, educational and cultural needs of the community. The Library offers Internet workstations that do not have filtering software.

Patrons are expected to have a working knowledge of computers since the staff does not instruct on their use.

The Library cannot monitor, control or endorse any information found on the Internet and is not responsible for its content, thoroughness, timeliness or accuracy. Users are advised to evaluate for themselves the validity of the information accessed on the Internet.

Users are advised that because security is technically difficult to achieve, electronic communications and files could become public.

Regarding the word processor; patrons are advised not to leave personal files on the library's computers. Any patron files left on a computer may be deleted without warning. However, patrons may bring their floppy disk(s) or flash drives to save their file(s).

A Printer is attached to each machine; there is a charge of 15 cents per copy. Please be aware of how many pages you will be printing because patrons are responsible for payment of each sheet printed.

Patrons are REQUIRED to sign off on having read this policy manual & MUST surrender their library card each time they wish to use the computer. Only Audubon Library cardholders in GOOD STANDING* may access the Library computers. You MUST have your own card. You may not use someone else's card to use the computer.

EACH PATRON IS ENTITLED TO ONE AND A HALF HOURS (1.5) PER DAY OF COMPUTER ACCESS. Patron may use computer longer **only if no one else is waiting.**

Parents or guardians, not the library staff, are responsible for the Internet information selected and/or accessed by their children. Parents are strongly advised to supervise their children's Internet sessions.

Unsupervised children may not access the internet without a signed parental permission slip. This applies to anyone under eighteen (18) years of age.

Users of library workstations must adhere to the following guidelines. Failure to follow these guidelines may result in the suspension of library privileges.

- 1st offense: 1-week suspension
- 2nd offense: 1-month suspension
- 3rd offense: 1-year suspension

You **MUST** sign on and give the correct time you sign on.

You **MUST** have your library card with you and leave it at the sign-in sheet.

All present defaults are to be left as they are found.

ONE PERSON at a terminal at a time with the exception of a child under parent/adult supervision.

No personal CDs may be used in the library computers.

The use of CHAT ROOMS IS PROHIBITED.

DOWNLOADING FILES IS PROHIBITED. SAVING FILES on the library's hard drive is prohibited.

Use of the library's workstations for the transmission, dissemination and/or duplication of information is regulated under various state and federal laws. The library expects all users to comply with such laws and regulations.

Situations not covered by policy will be handled by the Director or Acting Director.

I have read this policy and agree to adhere to and be bound by the provisions thereof.

Name: _____

Address: _____

Signature: _____

Parent/Guardian, I give the child(ren) listed below permission to access the Internet without my supervision. I have read this policy and agree that I and the child(ren) listed below shall adhere to and be bound to the provisions thereof.

_____ Date: _____ Initials _____

_____ Date: _____ Initials _____

_____ Date: _____ Initials _____