

## Rules for Use of Library Computers

1. Log into a computer using your BCCLS library card or by obtaining a guest pass from the front desk; promptly give up the computer when your time has elapsed.
2. Give up the computer when requested by staff.
3. You may download files using supported media. The Library is not responsible for damage to your media or for corruption of your data, including damage caused by mechanical malfunction or corruption caused by virus or spyware infection while using library computers.
4. The charge for printing from the computers is posted. Please print and pay at the self-service kiosk located in the Computer Lab.
5. Respect others' privacy by not attempting to observe or comment on what others are viewing.
6. Close the Internet browser completely and terminate your Envisionware session when you are finished. This helps protect the privacy of your work.
7. Do not gather around computers. Doing so may obstruct others or create noise that distracts others.
8. Do not misuse computer equipment or software. Any vandalism, destructive behavior or illegal activities may result in police action as well as suspension of library privileges.

### Misuse includes but is not limited to:

- Viewing illegal or prohibited material.
- Hacking into the library computer system or any other computer system.
- Mishandling, damaging or attempting to damage computer equipment or software; tampering with computer settings.
- Interfering with system operations, integrity or security.
- Attempting to gain or gaining access to another person's files or authorization code.
- Harassing others with messages, prints or images.
- Violating copyright laws and software licensing agreements.
- Failing to pay for printing.
- Eating, drinking or horseplay around the computer workstations.
- Refusing or ignoring a staff person's request to give up a computer.
- Any other violation of the Internet Use Policy.

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*The Internet Use Policy is determined by the Library Board of Trustees and is subject to periodic review and/or revision at the discretion of the Board. Appeals may be submitted to the Board in writing. The complete policy is available at the front desk and on the Library's website.*