

Hales Corners Library Public Computers Information & Acceptable Use Policy

Public Computers – Information:

- **Time limit:** Computers may be used for up to 3 hours a day.
- **Signing on to the public computers:**
 - Users must have their library card to sign on.
 - Library card must be in good standing (not blocked, not expired).
- **Printing:**
 - User may use cash or credit card to pay for printing. (6% processing fee added to each credit card transaction.)
 - Black printing: 15¢ per page.
 - Color printing: 25¢ per page.
- **Saving documents:**
 - Bring a flash drive to save work.
 - Documents cannot be saved to the hard drive.
 - No information is saved on the computer.
- **Staff help/instruction:** Users are expected to be familiar with using computers and using the internet. Staff help/instruction is available for basic assistance only.
- **Software:** MS Office is available on all of the computers: Microsoft Word, Excel, PowerPoint, and Access.
- **Out-of-county residents visitor's pass:**
 - Can be used at any of the public computers.
 - Valid for one day for up to 3 hours.
- **Closing time:** Computers automatically turn off 10-minutes before closing.

Acceptable Use Policy: “The Hales Corners Library makes the internet available to the users of the library as part of its mission to ensure that citizens have free and open access to information and an impartial environment in which to explore the universe of ideas regardless of format. To that end, the Hales Corners Library protects intellectual freedom, promotes literacy, encourages lifelong learning, and provides library materials and information resources. In providing internet services, the Library enhances its existing collection in size and depth and gives any citizen the opportunity to access electronic information, services and networks.

Responsibilities of Library Users: The Hales Corners Library does not monitor and has no control over the information accessed through the internet and cannot be held responsible for its content or accuracy. The library discourages customers from using the public internet computers to conduct any kind of personal business such as placing online orders, paying bills online, or completing income taxes. Customers using the public Internet computer for these purposes do so at their own risk. The library is not responsible for loss of

records or issues concerning confidentiality of information.

Children's use of the Internet: The Hales Corners Library upholds and affirms the right and responsibility of parents to determine and monitor their children's use of all library materials and resources. Library users, whether children or adults, are the final selectors in using the internet and are responsible for their individual choices and decisions. Library staff will provide assistance and help to identify appropriate sites for children (and their parents, guardians, or caregivers) exploring the internet.

Eligibility: Users must have a valid Milwaukee County Federated Library System Card or a Hales Corners Library Fee Card to sign on to the public computers. Their library card must be in good standing (not blocked, not expired). They will not be allowed to use the internet station if their card is blocked (with an outstanding balance over \$5) or if the card is not valid for any other reason.

Acceptable Uses: Internet resources may not be used for illegal purposes. As with all formats of information, users must respect copyright laws and licensing agreements. Unacceptable uses include, but are not limited to: harassment of other users and staff, tampering with computer files, damage of equipment or software, unauthorized copying of materials, personal misrepresentation, using the workstation to operate a business, unacceptable behavior, displaying text or graphics that may be construed as obscene or violent. These actions may result in the loss of the privilege to use the internet station and fines for damages. Library staff has the right to cancel or interrupt the use of the internet station at any time.”