



GUIDELINES FOR INTERNET USE

The Springfield Township Library offers computers to the public for use in accessing the Internet.

Please refer to the "Springfield Township Library Policy on Internet Access" for a full explanation of the Library's philosophy of services in regard to the Internet. Internet users in the Springfield Township Library must abide by this policy.

The following guidelines detail the process of using and printing from the Internet computers.

1. Patrons need to sign-up at the Circulation Desk to use a computer and show proof of a valid library card or driver's license.
2. Internet sessions are limited to 30 minutes. You may sign-up for additional times, but must be off computer for a minimum of 30 minutes before signing-up for another session. Priority may be given to those doing online job applications, online tests, research projects, or homework.
3. The use of library equipment to access material that is illegal, legally obscene, child pornography or harmful to minors is **prohibited**.
4. Printing from the Internet computers costs 10 cents per page for black and white documents. The laser printer is located on the counter behind the Internet computers. Please pay for copies at the Circulation Desk.
5. Patrons MAY NOT insert anything into the computers' drives other than: 3.5" floppy disks, USB Storage drives, Compact Flash and other MultiMedia Formats, Headphones, or other approved media. Patrons may NOT insert Zip Drives, DVD-RW, Blank DVD's, or any unapproved media and peripherals. In addition, external peripherals, such as mice, joysticks, printers, keyboards, and other peripherals not listed may NOT be installed or used with library equipment. Headphones may be purchased at the Circulation Desk for \$1.00/ea.
6. The Library will not allow installation of ANY software of ANY kind by patrons. This includes Portable Applications and U3 technology.
7. Library staff are available to provide limited assistance in basic Internet use, such as help in locating information on the Internet. The Library offers classes at the beginning level in using the Internet at scheduled times.
8. Microsoft Word, Excel, and PowerPoint are installed on all Public Internet Workstations.
9. Users are responsible for any damage, physical or electronic, they cause to computers. Parents or legal guardians are responsible for any damage done by their children.
10. The library reserves the right to limit the number of patrons using one Internet computer at a time.

Any violation of these guidelines or the Library's Policy on Internet Use may result in loss of library privileges, immediate expulsion from library, and/or contact of local authorities as required. **Any attempt to circumvent any aspect of the Library's network and/or computer security or user sign-up system will result in immediate loss of privilege.**

Signature

Date