COMPUTER USAGE POLICY
Revised March 12, 2019

1. Users must sign in at the circulation desk and provide a contact phone number. A driver's license or library card may also be requested at the discretion of the library staff.
2. There is a one-hour time limit per day. Before time runs out, you may request an extension at the desk.
3. Items may be printed at a cost of .20 per page.
4. No more than 2 people are allowed at each workstation at a time. If their behavior or conversation disturbs other library users or library staff, one person will be asked to leave the workstation.
5. The sound on the computers must remain off. Earbuds or headphones may be used when necessary.
6. Installation, downloading, or modification of software is prohibited.
7. Flash drives or CDs may be used in the Mac computers only. Use is not permitted in the Dell computers.
8. **The Cherokee County Public Library will strictly enforce Alabama Law 13a-12-200.3, which specifically prohibits the dissemination or display of obscene matter.**
9. **Library computers must not be used for illegal activity, to access illegal materials, or to access materials that by community standards would be considered obscene. Users must respect copyright laws and licensing agreements.**
10. The Cherokee County Public Library and its staff are not responsible for any damage that may occur as a result of the use of this system, such as a loss of data from delays or service interruptions due to mechanical failures.
11. The patron and/or the parent or guardian of a user will be held financially liable for damage to a workstation's hardware or software or for illegal or unethical acts performed through the library system.
12. Parents are responsible for monitoring the sites viewed by their children.
13. **Children may not be left unattended while a parent or guardian is using the computer lab.**
14. Computers shut down one half hour before library closing time: 4:30 P.M. Mon., Tues., Thurs., and Fri., and 11:30 on Wed.
15. Library staff can only assist in a limited way, if they are not busy with other duties. Library policy **does not allow** staff to view or enter the personal data of patrons, such as passwords, account numbers, etc.
16. Users are reminded that not all sources on the Internet provide accurate, complete, or current information.
17. This is a public computer network. You are responsible for your own safety on the Internet.
18. **Users may not sync their accounts, browsers, or devices to the library's computers. This exposes them to privacy and security risks, and is strictly against library policy.**

19. **Users are responsible for the protection of their private data. This includes logging out of their personal accounts and deleting personal information they have saved to the computer. The library assumes no liability.**

Before you leave the computer lab, remember:

20. Closing your browser window or logging out of the library's Libshield time management program will NOT log you out of personal accounts you have accessed via the Internet. At the end of your session, please make sure you have logged out of all personal accounts. If you have saved any documents to our computer, delete them and empty the trashcan. Then log out of the Libshield program at the right of your screen. Do not turn off the computer.

Use of the lab implies the following: I agree to abide by the Cherokee County Public Library's rules. I understand that I forfeit my rights to use the library's computers if I break these rules.