**Harper Library**

**Use of Internet, Computers, and Wi-Fi Access**

**General Rules**

1. There is no charge for internet use.
2. Adult computers may be used by all visitors to the Library over the age of six (6).
3. All users under eighteen (18) years of age must have a permission form signed by their parent or legal guardian. Their parent or legal guardian must have a Harper Library card.
4. Children under the age twelve (12) years must have a parent or guardian present in the Library.
5. Computer users will sign in at the circulation desk on the PATRON log on form.
6. No software or upgrades may be downloaded or installed by a user.
7. Users may use the Word, Excel, or PowerPoint provided.
8. No files may be saved on Library computer hard drive. Users own flash drives may be used.
9. Users may print documents. Prices for printing are posted at the circulation desk.
10. No food or drink is allowed near the computer stations.
11. Privacy screen are NOT to be removed from the computers.
12. All downloads or work created using Microsoft programs must be deleted at the end of each session. If Adobe Reader is used to read a PDF, the file must be also be deleted.

**Computer use and time limit**

1. Users of the adult computers must sign in at the circulation desk with their name, the time, the number of the computer, and indicate if they are borrowing ~~a~~ headset. When user is finished using the computer, he/she must sign out and/or close any open programs and return to the circulation desk to post their sign out time next to their earlier entry.
2. There will be a thirty (30) minute time limit unless no one is waiting.
3. Headsets must be turned into the circulation desk when time expires or the patron has finished using the computer.
4. As a courtesy, users should be warned by staff fifteen (15) minutes prior to closing time to finish their computer use in time for closing.

**Secure vs. Unsecure**

1. Library visitors are permitted to use computers or their own laptop, notebook, or smartphone to sign into the internet via our DSL HarperLibraryPublic connection.

This is an unsecured connection.

2. The Library is not responsible for the content of data transmitted or not deleted.

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**Unacceptable behavior**

1. Unacceptable behavior includes hacking, viewing pornographic pages, drinking or eating near computer stations, or making loud sounds or noises.

2. Inappropriate Internet use includes accessing any material that is child pornography, accessing material “harmful to minors” (viewing other obscene, visual depictions of lewd or pornographic material).

**Consequences**

1. The first time the user will be warned to stop the unacceptable behavior.

2. The user may be asked to log off the computer and leave the computer station.

3. Further misuse of privileges will result in loss of TOTAL Library privileges.

Adopted by the Harper Library Executive Board of Directors on November 19, 2018

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