

## **COMPUTER USE**

1. All computer users must check out a computer before use. A valid library card is required. Visitors will provide one form of identification. Computers will be assigned by the staff to one card at a time.
2. Anyone may use the computers; however, those in kindergarten and younger must be supervised.
3. The user agrees to take proper care of all equipment, data storage media, manuals and other property that belongs to the Winnebago Public Library. When there is fault with any equipment or materials, the user will immediately report any difficulty or problem to the staff member on duty.
4. The user agrees to pay replacement costs of any equipment or materials lost or damaged as a result of negligence by the user, or failure to inform library employees of malfunction.
5. The user agrees to observe all copyright laws and not duplicate any computer program, or documentation or audio or video provided by the library that is not in the public domain.
6. The Winnebago Public Library shall not be liable for damages in connection with, or arising from, the use of any equipment, program or other library material.
7. The user will be scheduled in half-hour blocks of time during normal library hours. If no one is waiting to use the computer, the time may be extended in fifteen-minute increments. Decisions as to the use of the computers are at the discretion of the staff. Scheduling can be done in person or by telephone. Patrons who fail to show up within the scheduled first ten minutes shall be considered a no-show, and the scheduled time slot will be made available. The library clock is the official timepiece and will determine when computer appointments shall begin and end.
8. Only software owned by the Winnebago Public Library may be run on the computers. Patrons may use their personal flash/thumb drives. Private files may not be stored in the internal memory of the library computers.
9. Refer to the Charges, Fines and Appeals policy for printed copy prices.
10. Failure to observe any part of the above agreement may result in suspension of the user's right to use the library computer resources. Other usual and ordinary library sanctions may also apply.
11. The user will read the Computer Use portion of the Technology Usage policy, sign the Computer User Agreement and agree to comply with the rules and regulations for using the Winnebago Public Library computers.

## Computer User Agreement

PRINT NAME OF

USER: \_\_\_\_\_

SIGNATURE OF

USER \_\_\_\_\_

PARENT SIGNATURE FOR  
USERS UNDER 18:

\_\_\_\_\_

DATE: \_\_\_\_\_

TELEPHONE NUMBER:

\_\_\_\_\_

LIBRARY CARD NUMBER:

\_\_\_\_\_  
(OPTIONAL)