

COMPUTER USE POLICY

- 60 minute time limit and 15 minute time limit computers are available for public use. **SIGN IN WITH STAFF** prior to using.
- Must be 18 or older unless approved by library staff.
- **First priority for use is Legal Research** (This includes access to email to retrieve Legal Documents and the creation or completion of legal documents). You may be asked to leave the computer if you are not doing legal research.
- Printing @ \$.20 per page (Cash or Check only). Payable at reference desk.
- Absolutely no drinks (included covered drinks) at the public terminals.
- Saved documents and files will be deleted daily. Please bring in the appropriate media if you wish to save your work.
- This is a public computer. Other people may be able to access personal and/or sensitive data stored or transmitted through this computer.
- We are not responsible for damage to any data or devices while using our computers.
- Staff may provide limited assistance with computer software/programs. We **do not** provide individual instruction!
- **No audio** unless you provide your own headphones!
- Please keep conversations low and to a minimum.

** Unauthorized use of the computer terminals will result in the loss of privileges for the remainder of the day. Continued abuse of Library policies will result in further suspension of privileges. **