

**PEASE PUBLIC LIBRARY**  
**PATRON COMPUTER USE POLICY**

Public access computers are available for all library users.

Computers may be used in blocks of one-half hour, with a maximum of two one-half hour blocks at one time. If no one is waiting to use the computer, users may continue to use the computer for an additional hour, with a limit of two hours of computer use per user per day. During the second hour of use, the user would need to end his/her session if another user requests use of a computer. Library staff have discretion to give added time based on circumstances. Time at the computer may be shared by small groups with group use counting as the full time. Users must sign in at the circulation desk.

Children under the age of eight must be accompanied by an adult when using the computer.

Computers will be available for use whenever the library is open. Computers will be turned off fifteen minutes before closing.

Users will be responsible for learning how to use the programs. Staff will assist users as time and expertise allow.

Users may not copy software and must adhere to all copyright laws regarding software use. Users may not download files or programs onto the hard drive.

Headphones must be used for any program that emits sounds. Headphones are available at the circulation desk.

No manipulation of the operating systems, setups, or files of the computer is allowed.

The per-page printout charge is 15 cents. There will be no charge for the first five pages for elementary and high school students using the computer for school-related research purposes. Please print only what is necessary!

Computer users are financially responsible for any harm done to the computer. Adults are financially responsible for any harm done to the computer by children for whom they have signed the computer use policy.

Failure to adhere to library rules concerning computer use will result in termination of computer privileges.

Adopted by the Board of Trustees May 9, 2000; Amended April 30, 2001; Amended April 3, 2012; Amended October, 20, 2016.