# ASTORIA PUBLIC LIBRARY
# PUBLIC COMPUTER PATRON INFORMATION

Welcome to the Astoria Public Library.  Library public computers have Internet access and a wide variety of production, education, and reference programs.  Also included are special options to accommodate foreign languages and physical impairments.

Internet access expands the Library's ability to offer a wealth of informational, educational, and recreational resources and the Library is pleased to make this resource available to the public. Patrons should note, however, that the Internet is an open, unregulated forum and that the Library cannot control, select, or monitor the constantly changing material accessible through it.  Some information on the Internet may be inaccurate, incomplete, dated, or offensive to some individuals. Patrons should also note that Internet transmissions might not be secure or confidential. Library users access the Internet at their own discretion.  Individuals are responsible for determining what is appropriate for themselves and their families.  The Library assumes that parents and legal guardians of minor children will monitor and set guidelines for Internet use.

## *How do you sign up?*

♦ All patrons must register at the circulation counter before using public computers.

**Registration requires one of the following current forms of identification.** Identification does not have to be from the Astoria area.

> **Driver's license**
> **Astoria Public Library Card**
> **School Picture ID**
> **Military Picture ID**
> **Tongue Point Job Corps Center Picture ID**
> **State of Oregon Picture ID**
> **Cruise Ship ID**

## *What can you do?*

♦ Each patron is allowed 1 opportunity to use a computer up to 1 hour per day.

♦ A printer is available.  Paper can be purchased for 20 cents per sheet at the circulation desk. *There is no paper in the printer until it is purchased. Please notify staff when you are ready to print.*

♦ Patrons may download to a disk from home or a flash drive may be borrowed from the Circulation Desk for in-house use.

♦ No more than two people are allowed to sit at a computer.

- Deliberate altering of any files or modifying the configuration of any PC or peripherals is considered a violation of computer system security and will result in the loss of Library computer privileges, with possible legal ramifications.

- Willful removal of any part of the PC will be considered theft and will result in legal action.

- Users are not permitted to add, delete or modify any hardware or software. They may not load personal software on Library machines. Patrons are liable for any damage and/or cost of repair of equipment and may suffer loss of Library privileges.

  We recognize that some users may do these things through lack of knowledge of the computer. However, the Library machinery is not an appropriate tool for experimentation. Those people who do damage to the machines requiring the services of a technician may be required to pay the technician's charges.

- The Library prohibits the use of library equipment to access child pornography or any other obscene material. Should you display such materials on Library computers, Library staff may terminate your session and/or ask that you leave the Library.

The Library reserves the right to terminate patron computer use for failure to comply with Library policy. Termination could result in loss of Library privileges.

The City of Astoria, including the Astoria Public Library, is not responsible for any user's misuse of copyright or other violation of local, state or federal law or regulation; the user agrees, by use of the City's equipment, to indemnify, defend and hold the City of Astoria, its officers, agents, employees, and volunteers harmless from any claim, action or loss arising from the use of the City's equipment and services, including Internet access.

Staff will be happy to help patrons, but cannot provide in-depth personalized training in computer use. Library staff members have varying backgrounds relative to the computer and may be impacted by patron demands.

## Children and the Internet

The Astoria Public Library provides Internet access to patrons of all ages. It is prudent for us to be sensitive to the intent of parents. Library Board policy is that Parents are responsible for the use children make of library materials. This recognizes that every parent may have different limits for their children. Children usually know what the family rules are. We expect that parents and children will discuss Internet use and respect the family rules. We strongly urge you to be with your child while he or she is using our Internet access.

- Children under 14 years of age must have permission from a parent or legal guardian for computer use.