COMPUTER USE POLICY

In response to advances in technology, JPL provides access to computer equipment, programs, databases, and the Internet (collectively, the "computer resources") for information and educational purposes that meet the needs of the community. It is within this context that the Library provides computers for personal use and for internet access. Library patrons are expected to use computer resources in an effective, efficient, appropriate, ethical and legal manner.

1. Patrons requesting computer use are required to have a **JPL card** or a picture ID such as a **driver's license.**
   - Exceptions may be granted by Library Director.
   - Minors must have **parent/guardian** permission to use a computer
   - A JPL card holder who owes $25 or more in bills must pay their bill total down to less than $25 to be eligible for computer use.
   - A JPL card holder who owes less than $25 must pay half of the bill total at each Library visit to be eligible for computer use.
2. The Library computers and their software, including those providing Internet access, must be used as installed. Installation, downloading, or modification of software or hardware is prohibited.
3. The Library restricts the amount of time allowed for a computer session to 60 consecutive minutes. A patron who has already had his/her 60-minute session may use the computer again if one becomes available; however, if someone who has not had a session requests computer use, he/she will be asked to vacate immediately.
4. In order to ensure parental supervision, <u>minor children, under age 15, must be accompanied by a responsible adult at the computer. Minors ages 16 through 18 may use the computers unaccompanied if parental permission is on file.</u>
5. The demand for use of the Library's computers may exceed the available supply; therefore, it is necessary to manage computer access fairly and equitably so that

all patrons will have an opportunity to use the resource. These measures include, but are not necessarily limited to:

- Establishing time limits and using sign-up sheets to reserve time
- Asking a patron to relinquish a computer when, in the judgment of the staff member on duty, that patron has had a fair opportunity to use the computer and other patrons are waiting to use it.
- Asking a patron to relinquish a computer temporarily when, in the judgment of the staff member on duty, another patron or staff member has a more critical need to use the workstation.

**Patrons must end their session and leave the computer when asked to do so by an authorized Library staff member.

6. Patrons must sign-up to use a computer on a next-available computer basis. Computers will not be reserved for persons who are not in the immediate vicinity when their name is called.
7. Patrons may not download files to drives other than designated removable drives. Removable drives are available for purchase at the circulation desk.
8. Payment must be made before print jobs will be given to patrons. Patrons are responsible for paying for every page printed.
9. Patrons will respect the privacy of others users, and will refrain from attempting to view or read material being used by others.
10. Computer use will be managed in a manner consistent with the Library Policy on Problem Behavior. Failure to use the computers appropriately and responsibly may result in the revocation of user privileges. Use that violates local/state/federal law may result in prosecution as well.

Appeal to revocation of user privileges must be made in writing to the Library Director and, at the Director's discretion, reviewed by the Library Board at a regular scheduled meeting. Privilege will not be reinstated until the Library management is assured that repeated violation will not occur.