BELLWOOD PUBLIC LIBRARY
RULES AND REGULATIONS FOR USING
COMPUTER WORKSTATIONS

First-Time Users:
Present a current library card or in the case of visitors, ID showing they are over 18 years of age.

Minors, Under 14:
Parent/Guardian must come to the Library to obtain the minor a Library Card. Minors under 14 are permitted to use computers in the Youth Services Department only.

Minors, Ages 14-17
Parent/Guardian must come to the Library to obtain the minor a Library Card. Minors ages 14-17 are permitted to use Teen Computers only.

Users:
- Must use their own library card number and PIN number (or visitor's pass) to log into a computer.
- Have a session of one hour on all computers throughout the library (children have 30 minutes and visitors have 15 minutes). Users may stay on longer than one hour if no one is waiting.
- Must log in to the computer assigned to them within 10 minutes.
- Are assigned one person to a computer except with staff permission.
- May bring a portable USB drive to save files.
- Understand that the Magazine Room (where the Adult Computers are located) is a Quiet Study Area where talking should be quiet and kept to a minimum. Those making a disturbance will be asked to leave.
- Are not allowed to talk on cell phones in the computer areas. Violators will have their session ended and will be asked to take their phone outside (or to the outer lobby in inclement weather) to make calls.
- Must not open the equipment or try to fix any problems or paper jams.
- Will be charged for any damage they cause to the equipment.
- May print documents at a charge of ten cents per page.
- Adults with small children are encouraged to use computers in the Children's Department. If you use an Adult Computer and your child becomes disruptive, you will be asked to leave the Magazine Room.

Acceptable Use:
Use of the Library's Internet connection is a privilege, not a right. The user is accountable for his or her actions and activities while on-line. Use of the Library Internet workstations can be traced. Unacceptable use of library computers will result in the suspension or revocation of computer privileges and may result in loss of Library privileges. Illegal acts involving Library computers and Internet use may also be subject to prosecution by local, state, or federal authorities.

Some Examples of Unacceptable Use are:
- Using the network for any illegal activity, including violation of copyright.
- Accessing obscene and/or pornographic materials
- Vandalizing the data of another user
- Gaining unauthorized access to resources or entities
- Invading the privacy of individuals; harassing, libeling or slandering others
- Using an account owned by another user
- Attempting to violate the Library's computer system security
- Using the Library's Internet access to "hack" any computer system
- Interfering with the work of others or causing congestion on the networks
- Using personal software

BELLWOOD PUBLIC LIBRARY
PUBLIC INTERNET ACCESS ACCEPTABLE USE POLICY

The Bellwood Public Library offers public access workstations connected to the Internet in order to enhance information services and to provide access to the Internet.

Users should know the basics of computer use, including the use of a mouse. Because of time restraints, staff can offer only limited personal instruction.

There is a wealth of information resources available on the World Wide Web. Internet resources are offered by a worldwide, highly diverse group of institutions, businesses and individuals. Much of the material is enriching and educational; some, however, may be offensive, defamatory, controversial, inaccurate, out of date, and/or illegal. The Library cannot be held responsible for the content of material accessed through the Internet. Patrons use the Internet at their own discretion and are responsible for the access points reached. Users are advised to evaluate the information they receive, including verifying it through additional resources.

Use of the Library's Internet connection is a privilege, not a right. The user is accountable for his or her actions and activities while on-line. Use of the Library Internet workstations can be traced. Unacceptable use of Library computers will result in the suspension or revocation of computer privileges and may result in loss of Library privileges. Illegal acts involving Library computers and Internet use may also be subject to prosecution by local, state, or federal authorities.

Some examples of unacceptable use are accessing obscene materials, vandalizing the data of another user, using an account owned by another user, or attempting to violate the Library's computer system security.

Cardholders under age 18 may have access through specially designated terminals in the Young People's area (filtered access) or the Teen Room. Internet access in the Young People's area is filtered. However, no filtering software operates perfectly. The Library cannot be responsible for undesirable material inadvertently accessed by children.