

## **Florida Public Library Public Access Computer Use Policy**

In keeping with its mission and with advances in information technology, the Library provides users with access to the Library catalog, office software, the Internet and mobile apps. Computer workstations and mobile devices are available from 15 minutes after opening until 15 minutes before closing.

Only the software installed on the systems by the Library may be used. Computer programs may be downloaded, but not installed. Users may purchase USB flash drives at the Reference Desk. Patrons may borrow the Library's USB flash drive for temporary use on a computer or to scan documents on the photocopier. Patrons are responsible for removing personal files from the Library's USB flash drive before returning it to the Reference Desk.

Computer stations and mobile devices are available on a first come, first served basis. A time limit of 30 minutes per session per person and a maximum daily use of 2 hours per person will be enforced as necessary. All users must sign in at the Reference Desk and sign this policy before beginning work.

Printers are available for copying information at a charge of .20 per page for black & white or .25 per page for color. A two-sided copy is counted as two pages. The patron is responsible for print charges for all pages sent to the printer. Printing may be done from a library computer or a patron's computer or mobile device. Printing must be completed by 15 minutes before closing, when the printers are turned off.

The Library staff can provide introductory instruction and assistance only. Regularly scheduled technology workshops will be available for in-depth instruction. One-to-one help sessions are available by appointment and must be scheduled in advance. Information on workshops and classes is posted on the Library website [www.floridapubliclibrary.org/calendar](http://www.floridapubliclibrary.org/calendar).

Children under the age of 10 must be accompanied by an adult at the workstation when using Library devices. Patrons between the ages of 10-16 who have a signed parental consent form on file, may use the Internet independently. The consent form must be notarized **OR** signed in person at the Reference Desk and will be kept on file. It is strongly recommended that parents supervise Internet use by their minor children. As with other library materials, restriction of access is the responsibility of the user or the user's parent or legal guardian.

Due to considerations of privacy and systems management, client-based email capabilities installed on the computer are not available. Users may download or save files to the computer's hard drive, but these files may remain on the hard drive until the system is restarted. It is the patron's responsibility to remove saved files before leaving the system. Library computers are capable of reading most CDs and SD cards.

The Internet changes daily. Information is often not verifiable as accurate and patrons should be aware that errors and intentional misinformation do sometimes occur online. The Florida Public Library does not monitor and has no control over information accessed through the Internet and cannot be held responsible for its content. As with all formats of information, users must respect copyright laws and licensing agreements.

Users at FPL workstations should bear in mind that the workstations are located in public areas shared by people of all ages and backgrounds. Users are expected to show consideration for others when viewing websites. All Library users are expected to respect the privacy of all other Library users. Users may not engage in any activity that is deliberately offensive or creates an intimidating or hostile environment. Acts or behaviors which may be illegal, jeopardize a source's files or the library's account or access to resources will result in revocation of computer privileges.

Any malfunction or problem must be reported immediately to the Reference Desk. Users must not try to correct the problem themselves. Users abusing the equipment, or this library policy, will be prohibited from further use. Due to the changing nature of these services, policies are subject to change without notice and at the library's

discretion. Staff on duty have the right to cancel or interrupt the use of computers and/or the Internet at any time.

**Adult Computer Users**

I have read and understand Florida Public Library's Public Access Computer Use Policy and acknowledge that I am using the library's technology being fully aware of the Library's policies.

Signature:

Date:

(Please print your name.) \_\_\_\_\_

**Permission for Minors**

**(If the user is under 16, a parent or legal guardian must sign this agreement in person at the Reference Desk or have signature notarized below.)**

As the parent or legal guardian, I have read the Florida Public Library Public Access Computer Use Policy and hereby give permission for my minor child

(Print Child's Name) \_\_\_\_\_ to use the Library's technology, including using the Internet.

Signature:

Date:

(Please print your name) \_\_\_\_\_

Subscribed and sworn to before me

this             day of             .

\_\_\_\_\_  
(Notary, Comm. Of Deeds,  
or other qualified officer)

Adopted by the Board of Trustees November 27, 2000  
Revised May 7, 2002  
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Revised January 2, 2017  
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