



Policy Statement

September 9, 2009

Patron Use of Computers

There are public access computers available for use by patrons at each of the East Baton Rouge Parish libraries. The following guidelines have been developed to provide the many patrons of the library easy and equitable access to the library computers which are available for their use.

1. The computers are available on a first-come, first-served basis.
2. If a specific computer is not in use, the patron can use that computer by entering his library card number on the initial screen. If all computers are in use, patrons can use PC Reservation to reserve the next available computer.
3. Computers are available for a period of up to 1 hour. If no other patrons are in the queue to use the next available computer, PC Reservation will give users the option to extend their time.
4. Only 8 ½" x 11" and 8 ½" x 14" white paper supplied by the Library may be used in the printers.
5. Files cannot be saved to any of the library's computer hard drives. However, downloading and saving information to a 3.5 floppy diskette or a flash drive is allowed.
6. If there are problems with the hardware, software or printers, patrons should ask Library staff members for assistance.
7. No more than two persons at a time will be allowed at one computer.
8. When a computer session is complete, PC Reservation will log the computer out.
9. Each patron who uses the library computers must read and accept the Library's *Internet Access Policy* and agree to abide by the guidelines governing the use of the computers.
10. Any time that a patron engages in activities which are prohibited by the Library's *Internet Access Policy* or in disruptive behavior, his computer session will be terminated; and patrons may lose computer privileges.
11. All computer sessions, including printing, must be completed 15 minutes before the Library closing time. PC Reservation will automatically log out all computers at this time.
12. Patrons who are residents of **East Baton Rouge Parish** may print up to **20 pages of black and white prints free of charge**. Additional pages will cost 10 cents each. All other patrons will be charged 10 cents per printed page.

(over)

13. Patrons may bring in their own laptop computers or other wireless devices. However, wireless access is not available at all library locations at all times. Patrons are requested to ensure that electrical cords are not hazardous to other patrons.

A note about personal computer use in the Library:

The Library's policies on appropriate and acceptable use of computers and the Internet apply not only to library computers but also to personal laptop computers or other wireless devices used on Library property.

Electronic devices can only be used with earphones at a volume level that cannot be heard by other patrons and staff.

Patrons must use computers for acceptable purposes. Any use of personal or Library computers inside the Library for illegal, inappropriate or obscene purposes or in support of such activities is prohibited. The Library reserves the right to prohibit violators from future access to the Library or online services.

It is the responsibility of all users of electronic resources to respect intellectual property rights. Copyright restrictions may exist for individual electronic resources. Patrons may make copies only if allowable by copyright laws or licensed software agreements. Illegal acts may subject violators to prosecution by local, state, or federal authorities.

14. Computers can only be reserved on-site on a “next available” basis. Specific computers may not be requested. The Library does provide ADA –compliant computers for patrons with special needs.

*This policy statement replaces and supersedes the policy issued on February 22, 2002, August 14, 2006, June 27, 2007 and December 19, 2008.
Revised on September 9, 2009.*