

Beals Memorial Library
Winchendon, Massachusetts

COMPUTER AND INTERNET USE POLICY

1. All residents of Winchendon and other communities within the C/W MARS network are welcome to use our computers. No library card is required for use, but it is strongly encouraged that users apply for one. Patrons under the age of 18 must have a parent/legal guardian sign the Internet users agreement (on library card application), and those under 9 must have a parent/guardian present with them while using the computer. All computer users must sign in at the circulation desk with their name, date and time of use.
2. Users may reserve one 60-minute block of computer time per day. Users are free to choose any available computer. Reservations can be made up to one week in advance, in person or by telephone. Reservations cannot be held for those who have not arrived by the appointed time. Walk-in use, on a first-come, first-serve basis is also available. An individual's computer usage is limited to one hour. Arrangements can be made for extending the limit to two hours for students doing homework or for other reasonable purposes. Users who have gone beyond the one hour time limit may be asked to step aside for another user. Failure to promptly (5 minutes or less) abide by this request could result in the loss of computer privileges.
3. Information downloaded from the internet must be stored on the user's personal storage device (such as a USB drive). No files can be retained on Library computer desktops or hard drives. All such files will be deleted automatically from the computer at day's end. The Library strongly suggests saving material to the user's personal e-mail account.
4. Access to the internet from Library computers is designed to provide users an opportunity to search for information relevant to an academic assignment, business or personal interest. Access to, and use of, the Library's internet connection is a privilege and should be treated as such. Users abusing the library's internet access by unethical or illegal use will have their privilege suspended.
5. The Library provides access to the internet. The Library cannot control, nor does it monitor or block the information found on the internet for either content or accuracy. The individual user is the ultimate judge or the appropriateness and value of the material accessed via the internet. In the case of children, the responsibility belongs to the parent(s)/guardian of the child.
6. For the comfort of other Library users, please wear the provided headphones so that no noise emanates from the computer speakers. Users are also asked to keep personal belonging directly adjacent to the computer being used and off surrounding chairs and tables.
7. All computers will be shut down for the day 15 minutes prior to the closing of the Library to allow staff members the time to ready the building for closure. Courtesy notices will be given to users approximately one half hour and 20 minutes before the building closes.