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Executive Director

SERVING GRANITE CITY, MITCHELL, AND PONTOON BEACH

Rules for Computer Use

The library board, administration, and staff are pleased to be able to provide computers and Internet access free of charge. In order to maximize availability and to ensure fair access for all, the following rules have been put into place. All computer users are expected to adhere to these rules.

Valid identification must be presented to use an SMRLD computer except for students in grades K-12. Examples of valid identification include:

- A current SMRLD library card
- A current library card from another library
- A current state-issued photo identification card
- A current driver's license
- A current federal photo identification card

For fines over \$5.00, payment or arrangement of payment must be made in order to use the computers. Payment or arrangement of payment must be made for any lost items before customers may use the computer.

Computers are available on a first-come, first-served basis. Customers with library cards may not have a time limit. Customers using a guest pass may have 3 hours per day.

No more than two people may be at a computer workstation at the same time.

Copies may be released at the self service station. Copies are ten cents for black and white and fifty cents for color.

Computers may not be used

- a. to gain unauthorized access to any network or computer system;
- b. for illegal or criminal activity, including slander, libel, and the transmission/display of pornography;
- c. to willingly attempt to damage computer hardware/ software, or to alter software configurations;
- d. to violate copyright laws and software licensing agreements.

Computers in specific departments are designated for targeted audiences use:

- a. Adult Services - generally reserved for ages thirteen and older.
- b. Teen Services – generally reserved for grades 6-12.
- c. Youth Services – generally reserved for ages twelve and younger.

Failure to use the computers appropriately and responsibly, as defined by these rules, will result in loss of computer and possibly library privileges; illegal activities will be reported to the appropriate authorities.