

**QUINCY PUBLIC LIBRARY
POLICY ON USE OF LIBRARY COMPUTERS**

1. Each person must use his or her own valid Quincy Public Library, Townships of the Quincy Area Public Library District, or reciprocal library card to access Library computers. The card must be in good standing with a fine balance of less than \$10, or the person must pay a portion of the balance each time he or she wants to use a computer, at least \$1 on a balance between \$10 and \$99, and at least \$5 on a balance of \$100 or higher.
2. Non-residents may request a guest pass/reservation from Library staff with presentation of a valid photo ID.
3. Users are responsible for paying damages caused by abuse of the equipment and software.
4. Computers in the Children's Area are available for use by children age twelve (12) and younger. An accompanying adult must stay with the child while he or she operates the computer. If the adult leaves, the child may no longer access the Internet. The adult may not access Internet sites for his or her own use on children's computers simply because a child is present. However, one or more computers may be designated for use by a parent or guardian in the Children's Area while supervising a child on an adjacent computer.
5. AWE Early Literacy stations are available in the Children's Area for young children on a first come, first served basis. The Internet is not accessible from these computers.
6. iPad minis are available for in-house checkout for up to two hours at a time by children ages eight (8) through twelve (12) on a first come, first served basis. The user must check out the iPad with his or her own library card which is valid and in good standing. Each iPad is preloaded with apps and learning games appropriate for children.
7. Computers in the Teen Zone are available for teenagers ages thirteen (13) through seventeen (17) through a parent or guardian signature on their library card account, unless otherwise noted.
8. Quincy Public Library is not responsible for information or images users find on the Internet. Parents are responsible for information accessed by their minor children.
9. Library computers may be reserved and used in one or two hour sessions. If the user does not claim his reservation within ten (10) minutes after the scheduled time, sixty (60) minutes of his/her total time allowed per day will be lost. Users may reserve additional time after their first session is completed, up to a total of one-hundred-eighty (180) minutes per day. Patrons may reserve up to two (2) weeks in advance, but will be responsible for keeping their reservation information. Using a computer prior to a reservation will cancel the reservation. A user may walk up to a computer with a status

of *available*, enter his/her personal library barcode, and use the computer without making a prior reservation.

10. Computers are available in the Illinois Room for genealogical research only. Any special use computers are also subject to all provisions of this policy.
11. Laptops are for in-house Library use only; they may not be checked out. When available, family or study groups may request to use a laptop in a study room for one (1) hour. Staff members will evaluate requests on an individual basis. A valid photo ID must be presented to the staff member and will be held until the session is concluded. The staff member will move the laptop to the study room for the patron and lock it, then retrieve it when the session is concluded.
12. Only one person may use each computer at a time. For privacy reasons, others may be allowed to watch only with permission of the user and the staff member on duty.
13. Quincy Public Library supports the ALA Bill of Rights in regard to the use of the Internet. Copies of the ALA Bill of Rights are available at the Circulation and Information Services desks.
14. The Library assumes no responsibility for any damages, direct or indirect, arising from its connections to the Internet. Not all information available via the Internet is accurate, current, or complete. Users are encouraged to exercise critical judgment in evaluating the validity of information accessed via the Internet.
15. Persons may not use the Library computers for illegal activities, commercial business, harassment, or to access pornography.
16. Quincy Public Library is required by Federal law to install a filter designed to prevent Internet access to obscene materials, child pornography, and other materials harmful to minors. Available filtering software may sometimes mistakenly block certain websites that do not contain such prohibited materials. Any person who is unable to access a website due to filtering may request that the site be unblocked at the adult or children's information desk. The request will be reviewed by the Librarian and/or Director to determine whether access to the site would violate any part of this policy. If the request is approved, the request will be sent to the City IT Department to unblock the site as soon as possible.
17. Users are responsible for complying with copyright laws and software licenses.
18. Users may not install or alter software or hardware on Library computers. Users may open documents from and save documents to flash drives if available. Users may attach their own headphones to Library computers.
19. Printing is available from all public computers, except those that are for catalog use only. In addition, printing is available from patron's personal devices through wireless printing

software. Persons are responsible for selecting and paying for printing through the Print Management System.

20. An adult violating any provision of this policy will permanently lose computer privileges.

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Quincy Public Library
Board of Trustees