

## **USING COTUIT LIBRARY COMPUTERS**

- Yes, we know this is a sadly long list of rules, but please read it
- PLEASE sign up at the desk to use this computer
- If you do not sign up we reserve the right to ask you to release the computer to a patron who has signed up, which would be inconvenient for you and for us as well
- Please do not download programs or change program default settings
- If no one is waiting for a computer, you may use one as long as you need to
- If someone is waiting for a computer your time may be limited to 30 minutes
- If someone is waiting and if others have been on computers for more than 30 minutes we will ask the person who has been on a computer longest to release the computer
- If you need to be on a computer longer than 30 minutes please ask at the desk for a special session
- Computers will be shut down 15 minutes before closing time
- This is a small library, and there is not space for more than two people to sit at each computer, so if you truly need to have three or more gathered at a computer, please ask at the desk for special arrangements
- Please do not eat or drink at library computers (it's too easy to wind up sharing your coffee with the keyboard)
- Computers A, B, and J2 print to a single printer located at the main desk, so please ask at the desk for your printouts if you use one of these computers
- Printouts cost 15 cents per page for black and white or 25 cents per page for color
- The first 5 pages of a school assignment may be printed for free, but additional pages must be printed at the usual cost
- Viewing inappropriate websites on public terminals when others are present may be subject to laws of harassment and may be reported to the police
- Computer users must obey all applicable laws and regulations
- Please respect copyright and the rights of authors and content creators
- The Cotuit Library does not monitor and has no control over information accessed through the Internet and cannot be held responsible for its content
- Please be aware that not all information on the Internet is accurate or reliable
- If you would like guidance evaluating information sources, please ask at the desk for a reference specialist
- Restriction of a child's access to information, library materials, and the Internet is the responsibility of the child's parent or guardian

***THANK YOU VERY MUCH*** for reading and understanding these guidelines. We are happy to provide computers, basic software, and Internet access, but we must ask that computer users follow the rules and procedures outlined above. Those who don't may lose computer or library privileges.

***If you have questions, or if we can help in any way, please ask us.***