

**CHENOA PUBLIC LIBRARY DISTRICT**  
**INTERNET ACCESS AND COMPUTER USAGE POLICY**

Revised February 2012

Name (**Print**) \_\_\_\_\_ Date \_\_\_\_\_  
Address \_\_\_\_\_ Phone \_\_\_\_\_  
\_\_\_\_\_

I, the undersigned, certify that I have read the "Computer Procedures" and the items listed below. I agree to abide by the rules of the Chenoa Public Library when I operate the Library's computers. I understand that I am expected to have the necessary skills to use the equipment and software. Staff will not always be available to help.

Parental signature of this document is required for users under 16 years of age.

**By using the Chenoa Public Library's computers, users agree to refrain from disruptive, damaging or criminal behavior and engaging in activities that violate any local, state or federal laws.**

**The Chenoa Public Library Staff is specifically authorized and instructed to inspect or observe patron usage of the Library's computer/Internet equipment and programs for the purpose of enforcing Library policies.**

**The Chenoa Public Library Staff is specifically authorized and instructed to suspend or permanently terminate computer access for users found in violation of library policies and procedures.**

(1) Children under the age of 8 must have a parent or guardian with them. As with other print or media materials, the Internet contains material inappropriate for children. It is the responsibility of the parents or legal guardians of minor children to supervise their children's access to Internet resources in the Library.

(2) I accept responsibility for damage to the computer hardware caused by irresponsible or careless use of the computer and agree to pay damages.

(3) Patrons may use a computer for up to 2 hours per day IF no one is waiting for a computer. If someone is waiting, use of the computer is limited to 30 minutes. Exceptions may be made by staff if no one is waiting AND the user is searching for a job or the user is military personnel using the computer for military use.

(4) Computers will be shut down 5 minutes prior to closing.