

Library Policy for Patron Use of Public Computers

The Santa Maria Public Library and its branches offer public access to the Internet in keeping with its goal to enrich the informational, recreational and educational resources of its community, subject to defined guidelines and/or limitations. The Library has no control over the information on the Internet and cannot be held responsible for its content. As is the case with other materials in the Library's collection, any restriction of a child's access to the Internet is the responsibility of the parent(s) or legal guardian(s).

The Santa Maria Public Library is committed to providing its employees and customers with an environment free from all forms of harassment, including sexual harassment, and to prohibiting the display of obscene material, child pornography and material that is harmful to minors. The Library will make every possible effort within constitutional limitations, to prevent minors from viewing material that could be deemed harmful.

Main Library Public Computers Guidelines

1. Computer stations are available on a first-come, first-served basis. Reservations will not be accepted.
2. An area of numbered chairs is available for people waiting to use the Computer stations.
3. When a station becomes available customers are to click on the "Login" button located on the bottom left corner of the screen. You will have an initial use period of 30 minutes (60 minutes on the Research Stations located on the 2nd floor).
4. After your time has elapsed, if someone is waiting, you must promptly give up the station to the next person in line. The computer will give you an audible alert (beeps) when your time has expired. If no one is waiting, you may remain seated and after one minute (60 seconds) you may login again.
5. Users are expected to logout at the end of their session. However, if the entire 30 minutes is used, the station will automatically logout the user when time has expired. Five minutes prior to the expiration of time, a message will appear on the screen advising that time is about to run out. Users should use the remaining time to save their work to a data storage device, if applicable. The hard drive is not directly accessible by users. If work is not saved to a data storage device, it will be lost upon logout.
6. Only one person at a time may use the Internet station. Parents and caregivers, however, are encouraged to explore the Internet with their children by utilizing the Internet computers in the Children's Room or the appropriate 4 stations located on the south wall in the Computer Center.
7. If the computer freezes or otherwise malfunctions, the user is required to inform the Service Desk staff immediately. Should the station require that it be taken out of service temporarily due to the malfunction, the user may return to the end of the waiting line.
8. Computer station printing is available at a charge of 10 cents per page, b&w or 50 cents per page, color. All printing will cease 15 minutes before the library's closing.
9. Users may not use their own software on library computers or make copies of an application's software.
10. With the exception of the Computer Center, the Service Desk staff will make every effort to assist users as much as possible when time and conditions permit. However staff cannot mentor, instruct or coach users beyond basic skills. Users requiring more than basic Internet access and program use assistance may be directed to online "Help" and/or available print-based instruction materials.
11. The Library assumes NO responsibility for damage to your equipment, storage media or data.
12. Users must adhere to these guidelines as well as the Library's Rules of Conduct.
13. Users who fail to promptly allow others waiting in line to use the Internet stations after their allotted use period has expired, or who engage in unauthorized, illegal or unethical use of the workstation, will forfeit their Internet use privileges and be asked to leave by the Library staff. Duration of privilege loss will be determined by Library Administration.
14. THE LIBRARY RESERVES THE RIGHT TO REVOKE COMPUTER PRIVILEGES WHEN DEEMED NECESSARY BY THE LIBRARIAN.

Passed and adopted by the Library Board of Trustees on November 11, 1997

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. Revised October 14, 2008.