



**Norton Public Library**

## **Norton Public Library Computer Use Policy**

The Norton Public Library is pleased to provide public computer access. By using these computers, the user agrees to abide by the following.

- Patrons may use a computer with a library card or a guest pass obtained at the circulation desk.
- Only one user per computer, except in instances where users are working on a joint project or they are accompanied by a parent/guardian or staff.
- Patrons may be limited to 2 sessions per day. Extensions must be approved by a library supervisor.
- Children through age 17 have access to internet computers in the Children's Room and Young Adult section. Adults ages 18 and older have access to computers in all areas of the library EXCEPT in the Children's Room and the Young Adult section (unless assisting a child).
- Patrons are responsible to save documents to their own devices and/or send to our printer before logging off or timing out occurs.
- Patrons may not cause damage or destruction to the computers.
- Patrons may not disrupt or violate security settings.
- Patrons should not attempt to fix any computer. Please report any problem to staff immediately.
- Print jobs must be paid for prior to picking up from the printer.

### **Internet Use Policy**

Patrons of all ages are expected to use the library's computers and internet resources in a responsible manner for educational, informational, and recreational purposes. As with other library resources, restriction of a child's access to the Internet is the responsibility of the parent or legal guardian. Parents and caregivers are encouraged to learn about the Internet and help their children to use it safely and wisely.

Unacceptable uses of the library's internet include:

- Using the internet for illegal purposes
- Viewing or transmitting threatening, harassing, defamatory or obscene materials
- Unauthorized accessing of remote computer systems
- Invading the privacy of others
- Violating software licenses and copyright laws

*Any violation of the above may result in loss of privileges or expulsion from the library.*

Approved by the Norton Public Library Board of Trustees  
3/13/12; Revised 9/12/17