

Procedures for Patron Use of Computers

(Revised September 15, 2008)

The Library offers Internet access and some Microsoft Office products for public use. Before using library computers for the first time, patrons are encouraged to read this document and the accompanying *Policy for Public Use of the Internet*. **Usage of the computers constitutes acceptance of these procedures and policies.** Patrons under the age of 12 are required to have a signature by a parent/legal guardian on file prior to the use of the library computers. Patrons aged 8 and under must use the computer with an parent/legal guardian.

Registration for computers use is available on a first come, first served basis at the Reference Desk. Please speak with a staff member every time you arrive to use the computers:

- Reservations for up to one hour per day can be made in advance either in person or by phone. Reservations will be held for 10 minutes, and then they will become available for walk-in use. Please call if you will be late or need to cancel.
- Extended time beyond one hour is allowed if no one is waiting, or there is no reservation for that computer. With specific, advanced permission by a reference staff member more than one hour's time may be scheduled for special use such as an on-line test.
- The staff reserves the right to limit the number of hours an individual uses the computers in one day or one week in order to promote fair access to the computers for all patrons.
- Save your information/work to your own USB flash drive or floppy disc.
- Printing fees apply as follows: 10 cents per page for black and white, and 20 cents per page for color if using library paper; 5 cents per page for black and white, and 15 cents per page for color if using your own paper.
- When using credit cards online for shopping or other financial transactions, be aware that the Library cannot guarantee the security or content of any web site.

Please report any problems to the staff immediately.

I give permission for _____ to use the Internet computers at the Northborough
Name of minor child

Free Library, and acknowledge that I have read and agree to the terms of the procedures and policies for use of the computers as stated above and on the reverse side.

Signature _____

Date _____

Print Name _____