

## PUBLIC ACCESS TO COMPUTERIZED EDUCATIONAL RESOURCES

The Galesburg Public Library requires that library patrons using computerized educational resources do so within the guidelines of acceptable use. The following activities are unacceptable:

1. Use of electronic databases and computer software programs for any purpose which results in the harassment of other users,
2. Destruction of, damage to, or unauthorized alteration of the library's computer equipment, software or network security procedures,
3. Use of electronic databases and computer software in any way that violates a Federal or State law,
4. Use of electronic databases and computer software in any way that violates licensing and payment agreements between the Galesburg Public Library and network/database providers,
5. Unauthorized duplication of copy-protected software or violation of software license agreements,
6. Violation of system security,
7. Behaving in a manner that is disruptive to other users, including but not limited to overuse of computer equipment that serves to deny access to other users.

## PROCEDURES RELATING TO COMPUTERIZED EDUCATIONAL RESOURCES

The Galesburg Public Library has developed certain procedures to assist staff and patrons in the use of computerized educational resources. These procedures include (but are not necessarily limited to) the following:

- All computer users must present a valid library card or another form of identification to use computers.
- Computers are available on a first come, first serve basis.
- Computers may be used for up to two hours per day. Preference for use will be given to patrons using the computers for research and word processing. If more time is needed for research and word processing and no one is waiting, the time may be extended beyond two hours at the discretion of the library staff. Time limits allow use of resources by the maximum number of library patrons.
- There is a cost recovery per page charge for printing. Current rates are posted at the computers. Please pay at the reference desk.
- Downloading to the hard-drive is not allowed.
- The library is not responsible for any loss or damage to disks when downloading.
- The library restricts the use of personal software on library computer equipment.
- The computers may not be used for viewing DVD movies or listening to music CD's exclusively.

The Galesburg Public Library (including the Library Board of Trustees, employees, agents, or subcontractors) is not responsible for the contents of the materials that are retrieved through electronic sources.

#### PATRON ASSISTANCE AND INSTRUCTION

The Galesburg Public Library's staff may provide limited assistance to patrons in the use of electronic databases and computer software as time and staff knowledge permits. Formal instruction in particular aspects of computer use is available at the Educational Technology Center and Carl Sandburg College. Printed and online documentation and instructions are available at or near points of service.

#### RELATIONSHIP TO OTHER LIBRARY POLICIES

The Galesburg Public Library's Policy for accessing electronic information and computer software programs is part of the library's overall policy structure and should be interpreted in conjunction with other existing policies such as the Internet Policy.

#### BREACH OF POLICY

The Galesburg Public Library reserves the rights to limit, refuse, and/or ban any patron from using the library equipment and computers. Violation of any aspect of this policy may result in the loss of library privileges.

Adopted: April 4, 2002  
Galesburg Public Library  
Board of Trustees