

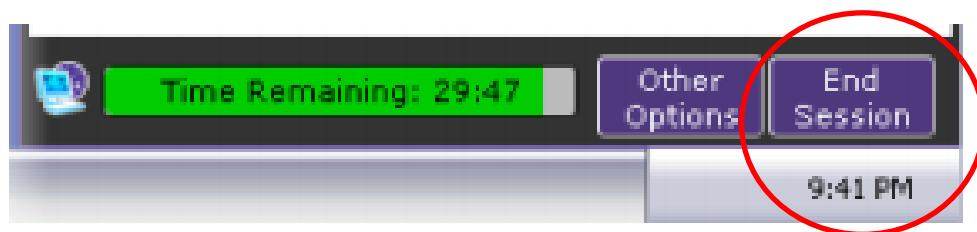
Computer Instructions

Please read these instructions carefully to avoid any loss of work or data.

***If you are taking a test or filling out a job application please come to the desk after you are finishing logging in.**

- You will have one initial 60 minute session and can extend your time four times by 30 minutes until you reach your limit of **3 hours** per day. You will be notified to extend your time when you reach the last **5 minutes** of your session. Watch your time remaining in the bottom right-hand side of the screen to make sure you don't miss it.
- If someone is waiting for a computer, you will **not** be allowed to extend your session. Be sure to save anything you are working on either on a USB drive or an online account in case you will not be able to extend your session.
- If you are inactive for 10 minutes the computer will automatically log you out.
- Please be sure to log out correctly by clicking End Session and End Now. This will protect your privacy and data.

All files saved to the computers will be removed after the session is ended and cannot be recovered.



Printing

Printing is \$0.10/a page for Black & White and \$0.25/a page for Color. Printing is released by staff at the front desk. See the how to print directions on top of the computer.

PUBLIC ACCESS – INTERNET USE POLICY

1. Internet access is available for use by a person who is elementary school age or older, provided they have a valid library card. The library card must be presented at the time of use. If the user is a visitor in the community, a valid form of identification is required for internet use. Users may not represent themselves as another person.
2. No more than two (2) persons shall be allowed at a terminal at one time. This includes any person observing the user.
3. Internet access is available on a walk-in basis.
4. Internet use is managed using time-vending software. Users will receive an initial 60-minute session and can extend their time four times by 30 minutes up to three hours per day. If someone is waiting for a computer, users will not be able to extend their session.
5. Files cannot be saved to library computers. If you would like to save a file you will need to use a USB drive, email address, or other online service. All files saved to computers will be removed after the session is ended and cannot be recovered.
6. Use of the internet is for LAWFUL purposes only. Unacceptable use includes, but is not limited to:
 - A. Inappropriate graphic displays for a public and open environment.
 - B. Use of sounds or visuals which might be disruptive to others.
 - C. Destruction of or damage to equipment, software or data belonging to the library.
 - D. Purposes contrary to local, state, or federal laws (includes copyright laws, hacking).
 - E. Unethical standards violating the ethics codes of the library and/or the City of Plymouth.
 - F. Unauthorized disclosure, use and dissemination of personal identification information regarding minors.
 - G. Materials harmful to minors.
7. The Plymouth Public Library encourages internet safety for all its users, especially minors (any person less than 18 years of age). Parents and guardians may supervise and guide minors during their internet sessions to ensure a safe internet environment. Safety includes, but is not limited to:
 - A. Access by minors of inappropriate matter on the internet and web.
Documents about child and teen safety on the information highway can be found on the following websites:
<http://www.safekids.com/child-safety-on-the-information-highway/>
<http://www.connectsafely.org/>
 - B. Not responding to messages which may make a minor feel uncomfortable or other rules to ensure safety and security when using electronic mail, chat rooms, and other forms of direct electronic communications.For the purposes of this documents, the terms “inappropriate for minors” and “harmful to minors” will follow federal and state guidelines for these terms, some of which are found in the language in #6 above.
8. Misuse or abuse of equipment or attempts to change or modify settings will result in the termination of internet access privileges. It should be noted that illegal acts involving library computing resources may also be subject to prosecution by local, state, or federal authorities. Library staff retain the right to discontinue the use by any person who is abusing the privileges of internet access.
9. Printing charges are \$0.10 per sheet of paper used.
10. E-mail accounts are NOT provided through the library. The library also will not directly provide access to news and discussion groups as these are provided by other services and commercial vendors.
11. The Plymouth Public Library
 - A. Assumes no responsibility for damages, direct or indirect, to a sure arising from the use of the library’s internet connection.
 - B. Does not endorse the viewpoints of written material found in print or electronically, as selection policies cannot be applied to material accessed electronically.
 - C. Recognizes that safe use of the internet by children is the responsibility of the child’s parent or guardian.
 - D. Will not allow personal computer software applications on its terminals.
12. Although virus-checking software is utilized, this does not guarantee complete protection from viruses. Downloaded materials from the internet may contain a virus and users are encouraged to have virus-checking software on their own personal computers.