Augusta Township Public Library
Computer Usage Procedures

Updated: March 19, 2019

1. You must be 16 years of age or older to sign the Augusta Township Public Library Computer / Internet Access Policy agreement. Proof of age must be shown (i.e. student card). Anyone under this age wishing to use the computers **MUST** have a parent or guardian **come to the library** to sign a **Parental Consent Form**.

2. Computer use, per patron, per day is usually **1 HOUR**. If the computers are in demand, a limit of one half hour may be imposed.

3. Each time you book in to use the computer, you must sign a statement that you have **read**, and **agree to abide by** the Augusta Township Public Library **Computer / Internet Policy**. Your library membership card must be presented at the time of signing. If you are not a member of this library, photo identification will be required.

4. Children **under the age of 10 years** must be **accompanied by an adult** when using the computers.

5. Printing costs are:
	- 25 cents per sheet for black and white
	- 75 cents per sheet for colour
Patrons may print a maximum of 25 pages per week.
You may pay for, and pick up your printouts at the circulation desk. If you need assistance, please ask the staff.

6. You may use your own disc or flash drive to download information, or to access a previously saved document. **Please make every precaution to ensure that your discs and flash drives are free of viruses.**

7. You may **NOT** load your own CD-ROMs or flash drives on to the library computers.

8. Users may **NOT** save any files on the hard drive (C:/). Please use your own storage device.

9. While the Internet offers a vast amount of information, the Library is not responsible for its contents. Nor can the Library endorse all the sources on the Internet as accurate, complete, current or consistent with community values. Users need to be good information consumers, questioning the appropriateness and validity of the information they obtain on Internet, and taking responsibility for the uses to which they put the information gleaned.

11. Patrons who use the library computers and/or access the Internet must abide by the **Computer and Internet Access Policy** of the Augusta Township Public Library. The key points of this policy are posted by each workstation, and the compete policy is available at the Circulation Desk.

12. Patrons who violate the **Computer and Internet Policy** may have their privileges suspended or revoked.