Burnham Memorial Library
Colchester, VT

TERMS & CONDITIONS OF USE OF PUBLIC COMPUTERS

Burnham Library maintains three computer areas for public use: (1) Adult Computer Center, (2) Children's Computers, and (3) Young Adult Computers. The Children's Department is reserved for use by children, their parents or guardians, and adults interested in children's literature. The Young Adults' Room is reserved for young adults and those who accompany them.

Those who use the Library's public computers must adhere to the Library's *Policy on Public Access to Computers and the Internet* and these *Terms and Conditions*:

- Computers are available at no cost to the public on a first-come, first-served basis. Sign-up is required prior to the use of computers in the Adult Computer Center. Computer users may call ahead to reserve computer time, subject to approval by a library staff member.

- Patrons should notify library staff immediately if they experience any problems with computer equipment or software.

- The Library's public computer workstations may not be used for illegal activity or to access illegal materials or content. Accepted use must be legal and respectful of intellectual property and data ownership, system security, and privacy rights.

- The library is not responsible for unsaved work, work saved to the computer's hard drive, or for any loss of data. In no event shall the Burnham Memorial Library have any liability for lost profits or for any direct or indirect special, punitive or consequential damage or any liability to any third party, even if the library is advised of the possibility of damages arising from use of its connection to the Internet.

Adult Computer Center
- Sign-up is required before using computers. Those who do not register may be denied computer time. If all computers are in use, patrons should contact a library staff member to be put on a waiting list.
- No more than two people at a computer workstation; library staff may limit use to one person at a computer workstation.
- Computer time is limited to 30 minutes. Time may be extended if no one is waiting to use computers.
- The Library reserves the right to limit user computer time. Users must end their session and leave the computer workstation when asked to do so by a Library staff member.
- Computer users signing up for their first session of the day will be given priority.
- No food or beverages are permitted near library computers.
- Library staff members reserve the right to extend computer time for individual patrons working on special projects, especially those doing research.

- Children under the age of 14 will be directed to use the computers in the Youth Services Department. However, children ages 12-13 may use the adult computing center when accompanied by a parent/guardian.
- Installation or modification of software on library computers is prohibited.
- Patrons may use their own CD's/DVD's, USB drives, headphones, and similar items. However, large peripheral devices that plug into the computer, such as printers, scanners, keyboards, and monitors, are prohibited.
- Staff members are available for basic assistance and for help with research questions and with the use of library software and online databases. Staff are not allowed to assist with the completion of online applications or forms due to possible liability issues.
- Users will respect copyright laws and licensing agreements.
- Users are responsible for logging out of all accounts and removing any/all files that were added to the desktop.
- 4gb USB flash drives are available for sale at $6.00 each.
- Printing costs: 15¢ cents for black & white copies; 50¢ for color copies. Computer users are responsible to pay for all pages of their printing.
- Computer users are subject to the rules of the *Library Code of Conduct.*

Youth Services Department Computers
  ➢ Children's Computers (for use by children preschool – age 11)
  ➢ Young Adult Computers (for use by youth ages 12 – 18)

- No more than two people at a computer workstation; library staff may limit use to one person at a computer workstation.
- Computer time is limited to 30 minutes. Time may be extended if no one is waiting to use computers.
- The library reserves the right to limit user computer time. Users must end their session and leave the computer workstation when asked to do so by a Library staff member.
- Computer users arriving for their first session of the day will be given priority.
- No food or beverages are permitted near library computers.
- Library staff members reserve the right to extend computer time for individuals working on special projects, especially those doing research or homework.
- These computers are designated for use by youth. Use by adults will be at the discretion of library staff. Adults not accompanied by a child must use the Adult Computer Center.
- Installation or modification of software on library computers is prohibited.
- Patrons may use their own CD's/DVD's, USB drives, headphones, and similar items. However, large peripheral devices that plug into the computer, such as printers, scanners, keyboards, and monitors, are prohibited.
- 4gb USB flash drives are available for sale at $6.00 each.
- Printing costs: 15¢ cents for black & white copies; 50¢ for color copies. Computer users are responsible to pay for all pages of their printing.
- Computer users are subject to the rules of the *Library Code of Conduct.*

The Library reserves the right to take prompt and appropriate action, including termination of computer access, to enforce this policy, the *Policy on Public Access to Computers and the Internet* and the *Library Code of Conduct.*