

# **Timberland Regional Library**

## **Computer Use Rules**

### **Computer Use Rules**

1. While using the library computers:
  - a. Do not use the computers for any illegal activity, including child pornography as defined by Washington RCW 9.68A.070.
  - b. Do not attempt to destroy or damage equipment, software, or data belonging to the library.
  - c. Do not attempt to alter software configurations or install software.
  - d. Do not attempt to bypass filtering or security systems in the library.
  - e. Do not make unauthorized use of library accounts, access codes, or network identification numbers.
  - f. Do not make unauthorized copies of copyrighted or other protected material.
2. Please respect the privacy of others.
3. Help conserve paper by printing only what you need. Take anything you print when you leave.
4. If you wish to save files, bring your own formatted Windows compatible 3.5" disk.
5. Some library computers have USB ports on the front panel of the computer case. You may try to use portable USB storage devices that do not require installing special software or drivers. Library staff will not provide technical support for these devices.
6. If you have questions, please ask. Library staff is available to assist you, but they may not be familiar with every application or device you wish to use. Check at the desk for information about Internet training and how to locate books and other materials.

### **Scheduling Rules**

1. You may have up to one hour of computer time per day throughout the Timberland system. (Not one hour per day per library.)
2. You may not use someone else's library card to schedule or log into an Internet computer.
3. You may schedule computer time online over the Internet, from any library computer, or by calling the library.
4. You may reserve computer time up to seven days in advance.
5. Reservations will be held for you for 10 minutes. After that, the computer will be available to other patrons. You will lose the time you are late (up to 10 minutes) from your one hour allotment for the day.
6. If you are unable to keep your appointment, please cancel your reservation.

Failure to follow these rules may result in the loss of your computer privileges and/or criminal prosecution.