



# Information and Rules for Computer Center Users

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1. Use of the public computers is intended for patrons with valid Illinois public library cards. **Patrons must present their own card.** Patrons who do not have their card with them must present valid (current) picture ID. Joliet Public Library reserves the right to ask for a picture ID to confirm ownership of the card a patron uses to log onto a computer.
2. Patrons under 18 must use a filtered Internet station unless a parent or legal guardian has signed a "Parental Request for Unfiltered Internet Access" form. **It is the parent's (not the library's) responsibility to determine what their child accesses on the Library computers.**
3. Parents/caregivers are solely responsible for the **actions and safety** of their children. Per Library Board policy, patrons under the age of 8 must be attended by someone 14 or older while using the Library. Library staff members cannot supervise children while they use the computers. The Library reserves the right to terminate the session of children under the age of 8 if the parent/caregiver leaves them unattended in a Computer Center.
4. Patrons must abide by the "**Rules of Conduct**" and the "**Computer Use Policy**", copies of which are available at all computer center desks and in the administrative offices.
5. **Food and beverages ARE NOT allowed in the computer areas.**
6. Please respect the rights of fellow patrons to use the computers in a quiet, stress-free environment by refraining from accessing sounds and images that contain content which might be disruptive to others. **Loud or continuous noise, or behavior which is disruptive, is not permitted.** This includes loud or lengthy cell phone conversations.
7. Joliet Public Library computer access is controlled by an automatic reservation system. Patron library cards must be in good standing with less than **\$5.00** in fines or fees. Patrons are entitled to a daily session of up to one hour on a computer. At staff discretion, patrons may be allowed additional sessions or additional time if enough computers are available in that center to accommodate the number of patrons expected.
8. The installation of software of any kind from any source or installation of any type of hardware is not allowed on the Library's computers or network connections. At no time is a personal device to be attached to the library's network. Patrons are not to attach or detach anything from the back of any Library computer. **Staff has the right to immediately remove any device that has been attached to the Library's network.** Portable printers MAY NOT be attached to a Library computer.
9. Headphones (patron owned or those borrowed from the Library) may be attached to the headphone jack.
10. USB ports, floppy disk drives and CD-ROM drives may be used by the public. Library staff does not provide technical assistance. **Staff reserves the right to ask patrons to stop any downloading/uploading activities when it is deemed necessary due to bandwidth or other network problems.**
11. Work saved to a patron computer will result in the loss of data/documents as all files are deleted from the cache when the patron logs off the computer. Work must be saved to portable media such as a jump drive or floppy disk. Floppy disks and flash drives may be purchased at the Circulation Desk. **Joliet Public Library is not responsible for loss/damage to personal portable media, data, documents or equipment that may result from the use of the Library's computers.**
12. Both B/W and color printing and copying is available in all Library computer centers, and through the Library's wireless network, for a fee.
13. The various computer centers are designed to meet different levels of needs. Not every staff member is able to help with all programs or answer all questions. Assistance with research and searching is available at the OLRC on the 2<sup>nd</sup> floor at the Main Building.
14. **Library staff does not create, compose, proofread, edit or type documents/projects for patrons.**
15. Not all sources on the Internet provide accurate, complete or current information. Internet users need to become good information consumers by questioning the validity, accuracy and reliability of the source of the information.
16. Illegal activities involving library resources will be subject to prosecution by local, state or federal officials. The Library will cooperate fully with any investigation.
17. **The Library reserves the right to terminate a computer session at any time.**