



INTERNET USE RULES AND PROCEDURES

January 2017

Resident Use

Riverside residents who wish to access the Internet must have a valid Riverside library card.

Patrons older than 18 can walk up and sign themselves in to use an Adult Internet workstation. Children under the age of 18 must sign in at the Children and Youth Services [CYS] Desk prior to using a CYS workstation. Students who are in high school can request the use of one of our Teen laptops at the Information Services Desk.

If there are no workstations available, the patron can go to the appropriate public service desk (Patron Services or Children & Youth Services) and make a reservation.

Use of the workstations will be denied to a patron who has a fine of \$10.00 or more on their library card or if their library card is expired.

Time is limited to 60 or 30 minute units for Riverside residents with a daily limit of 3 hours per day per patron.

Patrons may extend their initial 60 minute time period as long as no other patrons are waiting for the workstation or have reserved it for that time. The extensions are available in only 60 and 30 minutes increments. Only one 60 minute unit may be reserved per day.

Patrons using the Internet must agree to the Riverside Public Library's *Internet Use Rules and Procedures* by accepting the *Internet Users Agreement*, which is available for viewing on the Internet workstations.

Non-Resident Use

Non-resident adults can register at the Patron Services Desk as a guest user for no charge for a 30 minutes session. This can be extended at the Patron Services Desk for two additional 30 minute sessions as long as there are no other patrons waiting to use a computer.

Non-residents are limited to 90 minutes per day per patron for a no charge.

Children under the age of 18 can register at the Children and Youth Services Desk and are allowed to use the CYS computers for 30 minutes sessions not to

exceed the 3 hour per day per patron limit, regardless of residency, for no charge.

Students who are in high school can request the use of one of our Teen laptops at the Information Services Desk.

Reserving/Scheduling Internet Use

Time on the Internet workstations may be reserved in 30 or 60 minute units.

Only one 60 minute unit may be reserved per day. Reservations may be made for same day use with the exception of educational testing use.

Use of the workstation may be extended past the reserved time if there is no one waiting to use the workstation or a patron has not reserved it for that time. The extensions will only be 30 or 60 minutes in length and cannot exceed the 3 hour per day time limit.

Late comers forfeit the unused portion of their reserved time. After 10 minutes, the reserved time will be forfeited entirely and the workstation will be available for another patron to use.

If the Internet is unavailable for any reason during your reserved time, your reservation cannot be extended.

Patrons who need an extended period of time for online tests or schoolwork may request an extension of their privileges at a public service desk.

Use of the Equipment

Use of the Internet workstations located in the Children and Youth Services Department is limited to patrons aged 6 to 18. Use of the Internet workstations located in the Atrium is limited to patrons 18 and older. Use of the Teen laptops, which are available at the Information Services Desk, is limited to high school students.

A maximum of two people at a time may use an Internet workstation.

The Library allows computer users to temporarily install personal computer or software programs on library workstations. The use of CD and DVD writable discs and flash drives are permitted. Any files, software or programs installed or downloaded will be automatically deleted upon the restart of the computer.

Patrons may not display or disseminate sexually explicit or obscene materials. Gambling sites are not allowed on library workstations.

You may print information from the library workstations. On the adult, teen and Children and Youth Services workstations all color copies are \$.50 per page for every page printed. Black and white copies are \$.10 per page. On the teen and Children and Youth Services workstations the first five copies are free and \$.10 per page thereafter. Non-residents charges are \$.10 per page.

Printouts should be paid for and picked up at the appropriate Public Service Desk or public copier.

Misuse of the computer or Internet access will result in the loss of computer and Internet privileges.

Learning to Use the Internet

Library staff cannot provide extensive instruction in using the computer or the Internet but may be able to provide some assistance when the Public Services desks are not busy.

The Information Services Desk takes reservations for basic computer and Internet training.

Printed and online documentation and instructions are also available.

Print and audio-visual material on computer training and Internet searching are also available in the library's collection or through interlibrary loan.

Reviewed and Approved by the Library Board of Trustees on January 10, 2017