

Computer Use Policy

Computers are checked out by the patron with a valid library card. Users must have their own library card. If a patron forgets his/her card, he/she will not be able to use the computer. Temporary access to the Internet is available to WML visitors. Visitors are subject to the same guidelines as cardholders. See computer use policy for guests.

Users must sign an Internet Use Agreement before using the Internet. Children (18 and under) must have a parent or guardian sign the agreement in the presence of a staff person. For parents not wishing to limit their child's (18 and under) access to the Internet, accessibility to unfiltered or filtered computers will be permitted if a parent or legal guardian signs an agreement in the presence of a staff person. Filtered Internet computers are available in the Children's Room.

Computer use is on a first-come, first-served basis, with use limited to 60 minutes with four subsequent sessions of 30 minutes each, if no one is waiting. If all computers are occupied, patrons may make a reservation for the next available computer on the print reservation computer. In order to maximize availability of the computers for all users, each individual is limited to a total of three hours per day, regardless of how many terminals are used.

Printing is available at \$0.15 per page for black and white and \$0.50 per page for color. This charge applies whether the user brings paper or uses library paper.

Free wireless Internet access is available at the Woodward Memorial Library during library business hours. WiFi users must agree to abide by the Wireless Network Access Policy.

Computers are turned off 10 minutes before closing time.

Failure to abide by these rules may result in the loss of computer privileges.

Revised 3/2017; WML Board of Trustees

Revised 3/2018; WML Board of Trustees

Reviewed 10/2020; WML Board of Trustees

Computer Use Policy for Visitors

A visitor who does not have a library card may receive a guest pass. A guest pass will allow Internet usage for one hour, with an additional two one-hour renewal time if computers are available. A guest may receive only one pass per day.

A guest is defined as a person who meets all of the following criteria:

- does not reside or own property in Genesee, Niagara or Orleans counties, the service area of the Nioga Library System,
- does not work or attend school in LeRoy,
- does not anticipate using Woodward Memorial Library on a regular basis over an extended period of time.

Guests requesting to use the Internet must:

- agree to the *Woodward Memorial Library Computer and Internet Use Policy*.

Approved 3/2016; WML Board of Trustees

Revised 4/2019; WML Board of Trustees

Revised 10/2020; WML Board of Trustees