

# North Las Vegas, Nevada

## Library Computer Policy

The following are rules and regulations for use of all the public access computers:

1. All computers will shut down 15 minutes before closing time.
2. To access a computer, a child under age 18 must have a "Parental Permission Agreement" signed by a parent or guardian prior to accessing the computer. This form is required for access to any public computer resources.
3. You must have a valid library card in good standing in order to use the computers. Good standing means no fines over \$2 or overdue items. Reservations may be made using the self-service reservation/printing station located in each library. You must have your library card to make a reservation. Computer sessions are for one hour. Patrons may log in for additional sessions based on availability of computers. Reservations may be made up to one week in advance. Phone reservations are not available. Computers will hold a reservation for 5 minutes, and then release the reservation. Any patron over the age of 18 without a library card will be able to use the 15-minute Guest Internet computers. Guest Internet computers are limited to one session per day.
4. The software will give a warning prior to the end of your session. There are no grace periods. The reservation system will log you off when your time is up. Please save your work on your own device before you are logged off. Please do not continue to occupy the seat at the workstation if others are waiting. When asked to vacate the workstation, you must do so promptly. Any refusal will result in the computer being turned off. Any work lost will be your responsibility, along with the temporary suspension of use privileges.
5. You should have a basic knowledge and/or understanding of computer use before using the Library's equipment. Library staff will help correct problems with the equipment, but the staff is not available to provide individual instruction on the operation or use of computer equipment or software.
6. Printouts are 10 cents each for a black and white copy. This applies to good and bad copies. These are accessed through the self-service reservation/printing station located in each library.

7. Only the software provided for use by the Library District may be used in our computers. Patrons may not, under any circumstances use their own software or change the system settings on any library computer. Anyone who attempts to load (or download) any other software onto the Library's workstations will forfeit all future use of any computers in the Library District.
8. No more than two users may access the same workstation at one time.
9. It is a violation of the copyright laws to copy the software provided for use by the public in the Library District. Any person who attempts to copy software will be denied future use of any computers in the Library District.
10. North Las Vegas Municipal Code (9.12.010) prohibits publishing, printing, exhibiting, displaying or distributing obscene matter; it is punishable by a misdemeanor. Any person who attempts to violate this ordinance will have their computer privileges revoked and any future use of any computers in the Library District will be denied. All North Las Vegas Library computers are filtered. We will turn off the filter for anyone over 18, however, we will not under any circumstances turn off the filter for those under 18. In order to assure that we are in compliance with this ruling, the person who signs in and the library card we hold must be the person operating the keys.
11. Illegal use of the Library District's computers will result in all privileges being terminated and is subject to prosecution by local, state, and/or federal authorities.
12. The Library District requires all staff members to enforce this policy, therefore any person who is contemptuous or abusive to staff over the items in this policy or how they are enforced will have their computer privileges revoked and any future use of any computers in the Library District will be denied.
13. Any damage done to Library District equipment will be the sole responsibility of the user and any costs to repair damage done will be charged to the user. Any person who damages library equipment will be denied future use of any computers in the Library District.
14. All Library public access computers are equipped with anti-virus software that vigorously defends our network from attacks. Any document containing an infected file runs the risk of being deleted. The Library District will not be held responsible for any lost or damaged files as a result of using our equipment.