Valatie Free Library
Computer Use Guidelines

Public access computers are available for all patrons of the Valatie Free Library. They may be used for reference, word processing or Internet access. Patrons may also use their own computers in the Library. The provisions of the Valatie Free Library Policies on Wireless Access and Internet Use also apply.

General Conditions:

Use by Minors:
- Children under 10 must have a parent/guardian/older sibling approved by the parent or guardian present in the Library when they use a Library computer.
- Children under 15 may use the Library laptops with the permission of staff.

Procedures:
- Each user session is limited to thirty (30) minutes. This time period may be extended if no other persons are waiting to use the computer.
- Please be considerate of your fellow patrons by promptly finishing your computer session at the end of your time.
- Computers are turned off 15 minutes before closing time.

Personal Information and Software:
- You may use your own portable data device (thumb drive), but you may not use your own CD. There is a flash drive available for patron use while you are in the Library. No information will be permanently stored on this device.
- The Library is not responsible for any damage to a portable device incurred during download.
- You are not allowed to leave any software program or data files on a Library computer's hard drive.
- Any patron file left on a hard drive will be deleted, and the drive restored to its original configuration.

About Viruses:
- The Valatie Free Library is not responsible for damage to a patron's portable data device or computer or for any loss of data, damage or liability that may occur from a patron's use of a Library computer.
- Any damages to the library's computer or its peripheral devices may result in the responsible person being denied further access. The person responsible is expected to pay for damage to the computer.

- **Printing:**
  - Patrons may print documents and pictures on the library printer.
  - For each document printed, there will be a cost of $0.20 to the patron
  - For each photo printed, there will be a cost of $0.40 to the patron

Upon Finishing a Computer Session:
- Please exit computer applications at the end of your session.
- Ask staff for help if needed.

Other:
- Nor more than 2 people may be at the computer station at one time.
- Food and drink are prohibited at computer stations.
- The staff has the right to request anyone to leave the computer station and terminate the session for inappropriate behavior. Inappropriate behavior will include, but not to be limited to, access to any type of pornography, having food or drink at the computer, setting the volume to a level disturbing to patrons or staff.

Approved by the Valatie Free Library Board on 11/13/13

Amended on 1/18/2021 to remove the requirement that users sign a Limitation of Liability Agreement.

Approved by the Valatie Free Library Board: 2/15/2021