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Menlo Public Library

INTERNET USE POLICY

Any patron of the Menlo Public Library may have equal access to the public computer and the Internet.

Records of patron use of the Internet are kept private. However, the library cannot guarantee confidentiality on the Internet.

The Library staff cannot provide in-depth computer training, but will attempt to answer any basic questions or help the user located resources on the Internet.

Patrons may not have use of websites or any other materials that may appear on a computer that include pornography. Patrons may not download any materials that include pornography.

Patrons are allowed use of the public computer for a period of 30 minutes, unless no one is waiting to use the computer.

Patrons must respect others in the library while they are on the public computer.

Listening to music or other sound files is to be done with headphones, provided by the user.

The Library Director or other employees will charge fees for printed copies. Rates are posted by the printer.

Computer users are responsible for any damages or loss.

Misuse of the computer or Internet access will result in the loss of computer privileges. This will include:

- Displaying offensive messages or pictures (this includes e-mail, advertising, accounts for profit, chain letters, chat rooms, and use-net groups)
- Using obscene language
- Harassing, insulting or attacking others
- Damaging computer or computer systems or computer networks
- Violating copyright laws
- Using someone else's password
- Intentionally wasting limited resources
- Employing network resources for commercial purposes
- Violating computer security or system configuration
- Violation of another user's right to privacy

Violation of this privilege will result in loss of computer use for a period of 6 months.