



Halsey City Library Computer Usage Agreement

The Halsey City Library offers computer use, with internet access, as a free service to the patrons of the library. This includes residents of Halsey, Shedd and Peoria. Computers may be checked out on a first-come, first-serve basis. Computers may be checked out for 60 minute increments. If no one is waiting, they may be used for an additional 60 minutes.

- You must have a Halsey City Library card in order to use a computer.
- Please do not try to download or install software or change settings on the computers. If you do, you may lose computer privileges. Any work you need to save must be saved on your own USB drive.
- Please close your session 5 minutes before the library closes
- Do not access pornographic or obscene materials. If you do, you will lose computer privileges. Library Staff reserve the right to end Internet sessions when sexually explicit or pornographic materials are displayed.
- Library Staff can and may review browsing sessions if it is deemed necessary. The computers are property of the City. Privacy is not guaranteed.
- Please be courteous to other users and to Staff. Halsey City Library requires computer users to respect the rights and sensibilities of other users of this community space. Users should refrain from the use of Internet sounds and visuals that may disrupt the ability of other people to work.
- Children between the age of 14 and 17 must have a signed parental consent form on file with the city in order to use the computers alone. Children under the age of 14 must be accompanied by an adult.
- **Saving:** You will not be able to save your work to the computer drives. Please bring a USB drive on which to save your work. There may be USB drives available for purchase from the City, please check with a staff member if you need one.
- **Printing:** If you need to print something, bring your USB drive to the librarian at least 10 minutes before closing. Staff reserved the right to refuse to print large files. Prices are 10 cents per black and white page. The library does not have a color printer. Color printing can be done at City Hall at a cost of \$1.00 per color page. A two-sided page counts as two pages on either black and white or color copies.

Disclaimers

Computer Usage

Users access the library computer hardware, software and documentation at their own risk. Halsey City Library is not responsible for equipment malfunction, loss of data, any damages to the user's disks, data etc. or electronic transactions of any type which are related to the public use of computer resources

Internet Content

Not all information found on the Internet is accurate, complete, up-to-date, legal, or philosophically acceptable to all individuals. The library does not monitor or control the content of the material accessed through the Internet and cannot be held responsible for its contents.

Supervision of Young People

Halsey City Library staff members are unable to monitor children’s use of the computers. Parents and guardians are responsible for supervising their children's Internet sessions and for letting their children know if there are materials children should not use or view. Parents and guardians are directed to “Child Safety on the Information Highway” produced by the National Center for Missing and Exploited Children for assistance on protecting their children.

Copyright

U.S. Copyright law (Title 17, U.S.C.) prohibits the unauthorized reproduction or distribution of copyrighted materials, except as permitted by principles of fair use. Users may not copy or distribute electronic materials (including electronic mail, text, images, programs or data) without the explicit permission of the copyright holder. Any responsibility for any consequences of copyright infringement lies with the users; the Halsey City Library and the City of Halsey expressly disclaim any liability or responsibility resulting from such use.

Illegal and Unacceptable Uses

Users should be aware that the inappropriate use of electronic information resources can be a violation of local, state, and federal laws and can lead to prosecution. The user will be held responsible for his or her actions using the Internet or other electronic resources. Unacceptable uses of the service will result in the suspension or revocation of Internet use privileges.

I have read and accept the terms of the Halsey City Library’s Computer Usage Agreement.

Signature _____ Date _____

I give permission for my child(ren): _____

to use the computer unsupervised.

Signature _____ Date _____

The City of Halsey is operated in accordance with federally established policies which prohibit discrimination on the basis of race, color, sex, age, handicap, religion, or national origin. This institution is an equal opportunity provider and employer. If you wish to file a Civil Rights program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, found online at http://www.ascr.usda.gov/complaint_filing_cust.html, or at any USDA office, or call (866) 632-9992 to request the form. You may also write a letter containing all of the information requested in the form. Send your completed complaint form or letter to us by mail at U.S. Department of Agriculture, Director, Office of Adjudication, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410, by fax (202) 690-7442, or email at program.intake@usda.gov.