**APPENDIX IX**

 **MILLEDGEVILLE PUBLIC LIBRARY POLICY AND PROCEDURES**

**INTERNET USE**

PROCEDURES

Internet users must comply with the Milledgeville Public Library’s Internet Policies and Procedures. Violations of the Internet Policy may result in suspension or loss of computer privileges. Users are limited to one hour of computer use per day. Computer time may be reserved in advance but will be held no longer than ten minutes past the scheduled time. Users may not save personal files or software applications on the Library’s computers. There is software installed that prohibits the saving of personal items. Files may be saved to the user’s CD, floppy, or USB drive. Users may not use personal software or alter or reconfigure the library’s computers or software.

 Printing services are available to users: $.20 a sheet for color printing and $.10 a sheet for black ink.

USE BY MINORS

 The Milledgeville Public Library affirms the right and responsibility of parents/guardians to exercise guidance with a child’s access to the internet. Children under age 12 will not be allowed internet access without a parent or guardian present. Any user under the age of 18 must have a signed parental release on file to access the internet independently. Parental releases must be signed in the presence of a library staff member.

ACCEPTABLE USE

 The Milledgeville Public Library is committed to providing an environment appropriate for its users and employees. Therefore, when using an internet computer, a user must:

 1. Respect the privacy of others

 2. Not misrepresent themselves, or attempt to gain unauthorized access either inside or outside the library.

 3. Not try to install software on any library computer.

 4. Not alter, remove, or damage configurations, software cable lines.

 5. Not use Library computers for any unauthorized, illegal or unethical purpose. Because the computers face the children’s section of the library, any visitation of sexually explicit sites will be cause for permanent expulsion from the library.

 The undersigned agrees to the policies and procedures described above.

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Patron under 18 Age Date

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Parent/Guardian Date

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DISCLAIMER

 Users should be aware that the internet is not a secure medium and that third parties may be able to obtain information regarding user’s activities. However, the Library will not release information on the use of specific Internet resources by members of the public except as required by law or necessary for the proper operation of the Library.

 The Library cannot guarantee the validity or accuracy of information found on the Internet. Users are advised, as with all library materials, to exercise judgment and discrimination when evaluating the usefulness and reliability of material found on the Internet.

 Although many potentially valuable sources of information are located throughout the Internet, some resources and destinations contain material that some users may find offensive or inappropriate for children. There are sites that are inappropriate for use or viewing in a public setting. The Library cannot control the content of sources found on the Internet. Therefore, patrons must evaluate the validity and desirability of the information found.

 The Library cannot guarantee the safety of information downloaded from the Internet. It may contain a virus. Further, the Library is not responsible for any loss or damage to personal disks when downloading. Further, the Library is not responsible for any loss of data, damage, or liability while using the Library’s computers.

 Violations of the Milledgeville Public Library Policies and Procedures may result in suspension or loss of privileges to use computer resources in the Library. Any illegal activity involving the use of the Library’s computers, including the Internet computers, will be subject to prosecution by the appropriate authorities. In addition, users shall agree to hold harmless, indemnify and unconditionally reimburse the Library for any damage, liability, costs, claims or expenses the Library may incur that arise in any manner from any use or misuse of the Internet.

Revised (4/13/15)