

COMPUTER USE POLICY

These policies apply to all users of computer/internet resources in the library, Highwood residents and non-residents.

Public access computers are available for use when the library opens and remain available until five minutes before closing. The latest a new session may be reserved is 15 minutes before closing.

If a wait list forms, users that have been on for over an hour will be asked to make room for new users; they may return to computer usage when another patron leaves.

The Library is not responsible for damage to a user's program or storage devices (floppy disks, memory sticks, or other external storage devices, etc.). No user files may be stored on library equipment, and files are automatically erased from the hard drive at least daily. Staff members can provide assistance to library owned software and applications.

- Adults 18 years of age and above working independently are to use the equipment located in the Adult Services Department.
- Children 6-17 years of age will work on the equipment located in the Young Adult or Youth Services department.
- Users five years of age and under are required to have adult supervision while using a computer or accessing the internet.
- Parents may "opt-out" for their child to use library computers or access the internet on the child's library registration form.