

GUIDELINES FOR COMPUTER USE AT NEW ORLEANS PUBLIC LIBRARY

WHEN

- All computer workstations are available on a first come - first served basis. No reservations are accepted.

WHERE AND HOW LONG

- Express and Children's Computers.....30 minutes
- All other computers:.....60 minutes
- Louisiana Division computers at the Main Library are reserved for Louisiana or genealogical related research only. Email is not allowed on these computers.
- One hour of computer use per person per day is allowed.

INTERNET VIEWING

- Receiving, sending, or viewing illegal materials, such as child pornography, is prohibited by law. Some materials, while not illegal, may be offensive or distasteful to other people. Show consideration while using the facilities and avoid displaying such materials. The Library reserves the right to determine if a site is appropriate for public viewing.
- Users violating these guidelines will be advised of the Library's policy and requested to comply. Users who continue to violate these guidelines will have their sessions terminated. The Library reserves the right to prohibit violators from future access to online services.
- Illegal acts may subject violators to prosecution by local, state, or federal authorities.

GENERAL RULES

- Staff has a general knowledge of the software available for public use. Limited assistance in use of the software is available as staff time permits.
- If you have problems with the hardware or software, do not attempt to fix it yourself. Ask a librarian for assistance.
- Users may not make any attempt to damage or alter the Library's computer equipment, software or data.
- No outside software is allowed
- No outside computers may be hardwired into the Library's computer system. Wireless access is available at many library locations.
- Do not disturb people who are working around you.
- All copyright and licensing laws must be respected.
- Some PCs are designated as Children's Computers. These are reserved for children's use only.
- All PC work sessions, including printing, must be finished fifteen (15) minutes before closing time.
- We do not recommend conducting financial transactions using a credit card on public Internet computers. If you choose to do so, it is at your own risk.
- Create, store, and use personal files at your own risk. The Library is not responsible for the loss of personal electronic documents, diskettes, files, or USB devices.

COST

- No cost to use computers for patrons with New Orleans Public Library cards.
- Visitors with picture id will be issued a one hour guest pass at no charge.
- 15¢ per page to print in black and white /75¢ per page to print in color (selected libraries only)
- No storage on hard drive. You may use your own 3 1/2 IBM-formatted diskette (diskettes

may be purchased for \$1.00) or your own compatible USB flashdrive. (Some USB devices that rely on their own software may not work on Library computers)

*Additional information about computer usage guidelines may be found in the **New Orleans Public Library Policy Manual** in the document entitled **Electronic Resources Access Policy** (Policy Memoranda No. 140). This document is available on the Library's home page under **Internet Policies & Computer Facilities**.*

Nov-08