

# **Nicholas P. Sims Library**

## **Temporary Computer Card Policy**

(All forms must be signed and completed within this department)

Sims Library provides computers for the public to use as a community service. With your Temporary Computer Card you have full access to the computers and the electronic databases. You must always bring your card to the library in order to use the computers. You must be at least 18 years old and in good standing to qualify for a Temporary Computer Card.

### **Card Fees**

Temporary Computer Cards are available for thirty (30) days for \$5 or sixty (60) days for \$10. If you lose your Temporary Computer Card you must purchase a new card at the full price. Library staff cannot retrieve the card number for you, nor can you use your valid Driver's License.

If you live outside of the Waxahachie city limit, you may purchase a Sims Library card for \$25. The costs from the Temporary Computer Card will not apply towards a full Library card. See the Main Desk for details.

### **First Come, First Serve**

The computers are used on a first come, first serve basis. Computers may not be reserved in advance.

### **Printouts**

Computer printouts cost 25¢ per page. Patrons must pay for all printouts, including pages they do not want. Color printing is not available.

### **Disks, Drives, and other Devices**

Computer users may use flash drives/thumb drives, cds, MP3 players, cameras and other devices. All user-provided devices and Internet files will be scanned for viruses. Patrons use their own equipment or storage media at their own risk. The Library does not provide any support for patron's equipment that is connected to the Library's computers and does not assume any liability for those devices' functionality, contents or serviceability.

**Cell phones cannot be plugged into Library computers.** Patrons may not bring their own software to use or install on the Library's computers.

### **Guidelines for Access and Use**

It is unacceptable to use the Library's computer system and Internet resources for any of the following:

1. For any purposes which violate applicable U.S. or state laws or is inappropriate or unethical in accordance with acceptable community standards
2. Downloading or printing files and other resources obtained via the Internet in violation of applicable copyright laws and licensing agreements.
3. Downloading software, executable files, databases, and similar "live" technology to Library computer and network disk drives.
4. Disruption of or interference with other Library computer users.

# **Nicholas P. Sims Library**

## **Temporary Computer Card Policy**

(All forms must be signed and completed within this department)

5. Use of Library system resources to falsely represent yourself or the Library, or for personal financial use or commercial gains.
6. Zero tolerance for pornographic, sexually explicit, or similarly offensive and/or obscene materials on the Library's premises. This includes displaying any content that is offensive to anyone. First offense is a six-month computer access ban. Second offenses result in a permanent, nonnegotiable computer access ban.

### **Damage to the Computers**

Patrons may not damage any computer equipment, software or data belonging to the Library. Patrons who do so will be denied future access to the computers and may be charged a fee for repairs. Illegal acts may also be subject to prosecution by local, State or Federal authorities.

### **Internet Reliability**

The Internet provides a vast array of information, commentary, and research tools for Library users. However, the Library does not guarantee the accuracy of any Internet sources. At times, the Library's Internet connection may not be available. The Library will make every effort to restore Internet access for patrons as soon as possible.

### **Available Databases**

All computer users who have a Temporary Computer Card and are in good standing may have access to various electronic databases at Sims Library. The databases provide information on many subjects from magazines, newspapers, encyclopedias, genealogy, homework help and other reliable and accurate sources that are not freely available on the Internet.

### **Computer Assistance**

Library staff may assist patrons with basic computer questions. However, the staff cannot spend more than a few minutes with each patron addressing computer or software questions.

**Sims Library reserves the right to terminate network connections for users who violate these guidelines and to prohibit violators from future access to or use of the Library's computer services, and to revoke all privileges.**

**I acknowledge and agree to follow all Sims Library Computer and Internet policies.**