

## ***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. If all computers are being used, the staff will enforce a one-hour time limit.

### **Printouts**

Computer printouts cost 25¢ per page. You are responsible for all printouts.

### **Computer Disks**

Sims Library sells computer floppy disks for \$1 each for patrons to use to save their work. These disks may remain in the library for future use. If a patron takes a purchased disk out of the library, he may not bring it back to use in the computers because of virus concerns. Personal disks, flash drives, etc. are not allowed at Sims Library. Patrons may not bring their own software in to use 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.
5. Use of library system resources to falsely represent yourself or the library, or for personal financial use or commercial gains.
6. Computer users may not change the home page or make any similar alterations on the

- library computers. No Instant Messaging or chatting allowed.
7. First offenses will receive a verbal warning from the Librarian

### **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. Sims Library does not use filters on the computers in the Reference area. 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**

Reference 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.**

**By signing the policy card you acknowledge and agree to follow all Sims Library policies.**