

## **USER RESPONSIBILITY and ACCEPTABLE USE**

### **ACCOUNT POLICIES**

- You must have a Richmond Public Library card to use the computers.
- Library cards are non-transferrable. You must use your own card to log in.
- Same Day Computer Access is for short term use by visitors from out of BC only; ID is required.
- Library cards with fines in excess of \$5 and/or outstanding billed items must pay at the Library Cards & Accounts desk in advance of computer use.
- To maintain a safe computer environment, the library retains web logs and log in information for identification purposes in case of misuse.

### **BOOKINGS AND TIME EXTENSIONS**

- Initial computer booking sessions are 120 minutes each (exceptions: scanner and internet stations are 60 minutes, as well as Cambie branch and Steveston branch)
- You have a maximum of 180 minutes of computer use per day
- Depending on availability of computers, additional time may be allowed at the discretion of staff
- There are no time extensions on weekends due to high demand

### **IMPROPER USE**

- Food is not allowed at computer stations. Beverages in covered containers are ok.
- Improper use of computers will result in suspension of library privileges. Examples of improper use include but not limited to:
  - Accessing sites or transmitting materials that violate any Canadian federal or provincial law, such as defamatory, discriminatory, or obscene materials
  - Viewing sexually explicit materials
  - Sending fraudulent, harassing, or obscene email messages
  - Violating the privacy of another library user
  - Swearing and/or offensive language
  - Making excessive noise
  - Using other people's library cards

### **EQUIPMENT**

- For hygienic reasons the library does not lend headphones; headphones can be purchased for \$4.
- Sound cannot be on without the use of headphones or ear buds.
- The Library accepts no responsibility for loss of your work or for damage to CDs, DVDs, flash drives, or disks caused by library computers or software.
- Non-alcoholic beverages in covered containers are allowed, but food is not.

### **SAVE YOUR WORK!**

You will receive warnings at 10 minutes, 5 minutes and 1 minute before the end of your session. Work that is not saved or printed before the end of your session will be lost.

Files cannot be saved onto the hard drive of this computer.

### **PROTECT YOUR PRIVACY!**

If you have finished your work before the end of your allotted time, log off before leaving the computer to protect your privacy. The computer will automatically log you off and restart at the end of your session.

**I AGREE to abide by the terms and rules as stated above.**