

NUMBER OF USERS: Only 1 (one) patron is allowed at a computer at a time; however the Library may allow more than 1 (one) if circumstances warrant. The user of the library card that has been used to sign-on is responsible for the use of the computer.

AMOUNT OF TIME: Patrons may have a maximum of 4 hours a day.

* Limited use beyond the number of sessions may be allowed provided no other users are waiting for a computer.

TIME LIMITS: A session time limit of 60 minutes will be assigned to an Internet computer. If no one is on the waiting list for an Internet computer, a patron may extend a session for another 60 minutes.

WAITING LISTS: When all of the available Internet computers are in use, the Library will establish a waiting list through a computer management system. Users are responsible for monitoring their place in line. Users will have a 5-minute grace period to sign-in on their assigned computer or the user will forfeit their session.

FILTERING: The Library filters the Internet.

PRINTING: Printing charges are .15 cents per side of paper for black and white copies. Color copies are .50 cents. Only Library supplied paper may be used. Jobs not printed will be deleted at the end of the day.

UPLOADING/DOWNLOADING: Uploading software onto the Library's computers is not permitted. Only programs installed by the Library may be used. Users may download data or word processing documents to their personal storage device. The Library is not responsible for storage devices left behind at the end of a session.

WORD PROCESSING/INTERNET APPLICATIONS: The Library has installed Microsoft Office. Staff assistance for Microsoft Office and for Internet applications (free e-mail accounts, tax preparation programs, searchable databases, etc.), will be at a very basic level. Staff cannot provide technical support for these programs and

applications, nor can staff set up user's free e-mail accounts or enter information into forms or applications.

INAPPROPRIATE USES: The Library's computers may not be used for unauthorized or illegal purposes. Misuse will result in the loss of a user's computer privileges. Unacceptable uses include, but are not limited to:

*Using another patron's card to get extra time on a computer.

*Using another patron's card to get on a computer if your card is blocked for fines and fees.

*Accessing text or graphics that may be reasonably construed as sexually explicit.

*Destruction of or damage to equipment, software, or data belonging to the Library.

*Unauthorized copying of copyright-protected materials.

STAFF MONITORING: The Library has the right to monitor computers use for compliance with this policy. Library staff will determine what constitutes a violation of this policy.

LIABILITY: The Library assumes no liability for any loss or damage to users' data, storage device, or personal computer, nor for any personal damage or injury whatsoever that may occur from use of the Library's computers and network. The Library cannot guarantee successful Internet connections.

Main Library

201 S. Fountain Ave.
Springfield, OH 45506

Hours	Monday-Thursday	9AM-8PM
	Friday	9AM-6PM
	Saturday	10AM-6PM
	Sunday	1PM-5PM

Lenski Children's Center	(937) 328-6905
Circulation/Overdues	(937) 328-6901
Reference Department	(937) 328-6903
Bookmobile	(937) 322-2821
Administrative Offices	(937) 323-9751
Public Relations	(937) 328-6907

ALL BRANCH LOCATIONS

Hours	Monday-Thursday	10AM-8PM
	Friday-Saturday	10AM-6PM
	Sunday	CLOSED

Enon Branch	(937) 864-2502
209 E. Main Street Enon, OH 45323	

Houston Branch	(937) 462-8047
5 W. Jamestown Street South Charleston, OH 45368	

Park Branch	(937) 322-2498
1119 Bechtle Avenue Springfield, OH 45504	

Southern Village Branch	(937) 322-2226
1123 Sunset Avenue Springfield, OH 45505	

www.ccplohio.org

**CLARK COUNTY PUBLIC LIBRARY
COMPUTER ACCESS POLICY**

June 2019

The Clark County Public Library offers Internet access via the Ohio Public Library Information Network (OPLIN) and/or Microsoft Office on designated computers at each library location. All Internet computers have Office installed.

By using a computer, the authorized user has agreed to this policy. Computers are available on a "first-come, first served" basis. Advance reservations are not available.

Users are responsible for their own choices of websites. As with other library resources, parents and guardians of minor children assume responsibility for the appropriate use of Internet resources.

WHO MAY USE: All patrons may use a computer with the exceptions noted below. Patrons should have a Clark County Public Library card. This makes signing-on to a computer quick and easy.

***Adults** who do not have a Clark County Public Library card or have forgotten their Clark County Public Library card may access a computer by presenting photo identification with birth date at the services desk.

***Minors** under 18 years of age must have a Clark County Public Library card that has parental or legal guardian signature consent to use the Internet.

FINES/FEES: Users that have fees of \$25.00 or more will not be able to use a computer.

USING AN INTERNET COMPUTER: Users must sign-on at any open computer. Visitors must request a guest pass at the service desk.