

PUBLIC COMPUTER LAB GUIDELINES

1. Computer Lab Patrons **MUST** have a valid library card registered in their name, and their account **MUST** be in good standing to access ANY public computer within the library.
2. Patrons must sign in at the Information Desk with the Attending Librarian before logging onto a Public Access Terminal. Patrons are **NOT** allowed to sign-in again until their time has run out. This allows the Attending Librarian to provide fair and equal use of the Public Computer Lab to other patrons that are waiting for a terminal.
3. Patrons who have completed the **FIRST 45** minute sessions may request an override for a **SECOND 45** minute session, if another patron is not waiting for a computer. Patrons receiving an override **MUST** sign-in again at the Information Desk with the **Attending Librarian**. Beginning with a **THIRD 45** minute session and sessions thereafter, a patron will be asked to log off if another patron arrives to use a computer. If they are interrupted, users may sign-in on the log sheet and wait for the next available computer in sequence of the waiting line.
4. **PRINTING IS AVAILABLE FOR 40 CENTS PER PAGE FOR BLACK & WHITE OR COLOR PRINTS.**
5. Before printing, please ensure that the correct printer is selected. The default printer is designated as the **PUBLIC PRINTER**.
6. Print jobs submitted by user are not immediately released. All print jobs are deleted from our system at the beginning of the next business day. In the event you wish for library staff to hold those print jobs, please notify the Circulation Desk.
7. All print jobs printed by user must be paid for at the Circulation Desk.
8. All Public Computer Labs and printers automatically shutdown 15 minutes before the library's closing time. We recommend that you print any materials you need 30 minutes before closing. Also, it is recommended that you save any work to a USB storage device or CD 30 minutes before closing. The Robert J. Kleberg Public Library is **NOT** responsible for any loss of data or print jobs should you fail to heed this guideline.
9. Public Internet Access in the library's Computer Labs is for both educational and recreational use. Although these activities are allowed on these Public Access Terminals, users should minimize their visits to websites that contain a high amount of Streaming Media for example: online videos, music, etc. so that additional users may access these same sites as well.
10. Be courteous to other patrons and do **NOT** play loud music or videos during your sessions. Headphones are provided for users that need to listen to audio and must be worn at all times when doing so. Headphone volume should also be kept at a level that is suitable for listening, but does not leak out of the headphones and create a distraction for others.
11. As a courtesy to other patrons within the library and throughout, the library established **Designated Cell Phone Use Areas**.
12. All food and drinks are prohibited within the Public Computer Labs and throughout the library.
13. Chat Rooms and Online Gaming is **NOT** allowed.
14. The viewing of sexually-explicit or adult oriented sites is strictly prohibited. Users who fail to adhere to this policy will be asked to log out of their session.
15. Downloading music, videos, pictures or software to Lab Terminals is **NOT** allowed.
16. Under both the **U.S. Copyright Law** and the **Digital Millennium Copyright Act**, it is illegal to use a File Sharing program (LimeWire, FrostWire, BearShare, etc.) to download or transfer music, videos, pictures or documents to others without the express written consent of the original author and/or original copyright holder. Under this law, it is also illegal to download music, videos, pictures, or documents to either, re-sell, or claim the rights to such media or documents. The Robert J. Kleberg Public Library and Library Staff **ARE NOT** responsible for any type illegal activities that are done on its Public Access Terminals, nor liable for any type of lawsuits patrons may incur for such activities.
17. The Robert J. Kleberg Public Library Staff are **NOT** responsible for any damages sustained to a user's external device (iPod, portable hard drive, USB storage device, etc.), nor are we responsible for any data that is lost or erased from a patron's external device. Users should consult their device manuals **FIRST** before connecting ANY type of device, other than a Jump Drive, to a Public Access Terminal. For additional help, please consult the Information & Technology Librarian before connecting your device to a Public Access Terminal. Public Computer and Inter Access are **FREE** resources provided by The Robert J. Kleberg Public Library and users assume all potential risks when utilizing these resources.