

Computer Use Policy

The Aztec and Bloomfield Public Library sees access to the Internet as another resource for information, and seeks to provide public access to Internet resources. While recognizing that the Internet provides access to a vast array of tools and resources for different age levels and points of view, the library does not act in place of the parent and is not responsible for enforcing any restriction that a parent or guardian may place on a minor's use of this resource. The library will not monitor nor control the information accessed through the Internet and will not be held responsible for its content. Patrons use the computer at their own discretion. Not all resources on the Internet provide accurate, complete or current information. Any inappropriate use will be dealt with at the discretion of the staff.

Acceptable use

- Regular computer users must have a current, unrestricted public library card. Guest passes can be issued in accordance with local policy.
- Patrons must use their own library card for access to computers.
- A parent or guardian must accompany children under age 7 at all times (age 5 at the Bloomfield child computers).
- The library will limit the number of patrons present at any computer at any one time in order to enforce code of conduct and consideration for other patron using the facilities.

Misuse of computers and Internet access

- The Internet will not be used to make sexist or racist insults or hate messages.
- Profanity and pornography will not be tolerated.
- Chain letters or pyramid schemes are illegal in most cases and will not be allowed.
- Transmission of libelous material is illegal and senders may be prosecuted.
- We accept and abide by the U.S. Copyright law and the Berne Convention. Illegal distribution of software and other copyright material is not permitted. Patrons may not upload or copy text, graphics sound files or software without permission of the copyright holder.
- Internet access will not be used to infiltrate other computer systems (Hacking).
- Knowingly spreading worms and viruses will not be tolerated.
- Obtaining the passwords and files of other patrons, or otherwise violating the privacy of other patrons will not be tolerated.

Consequences of misuse

Any intentional damage to either the software or hardware on library computers will result in immediate and permanent suspension of the right to use the computers. Viewing of illegal materials, such as child pornography, will result in permanent suspension and possible prosecution.

Computer and circulation rules for Bloomfield Library

Violation of the rules of conduct will result in the following suspension of privileges:

First offense: Suspension of privileges for the period of one month.

Second offense: Suspension of privileges for the period of three months.

Third offense: Suspension of privileges for the period of one year.

Final offense: Permanent suspension of privileges.

Circulation configurations:

- Patrons may check out a maximum of 20 items, and are allowed only five (5) DVDs.
- Library cards expire yearly. They may be renewed if patron can verbally verify current address and if the card is in good standing.
- Books and books on tape/cd are checked out for a period of three weeks. DVDs, videotapes and music CDs are checked out for one week. Items can be renewed one time if no reserve exists for that item.
- Reserves are valid for ten (10) days after an item becomes available.
- Overdue fines are 10 cents a day per item. Interlibrary Loan items have overdue fines of 25 cents per day.
- The maximum fine for any item is \$10.00 or half the price of the book, whichever is least.
- Items overdue one hundred (100) days are automatically declared lost. Items without prices in the database will be assumed to have a replacement value of \$25.00 for books and DVDs and \$50.00 for books on CD and Interlibrary Loan Items.
- Library privileges are suspended when fines exceed \$10.00.
- There will be a \$5.00 processing fee added to all lost items. If a lost item is found, the listed price of the item may be refunded if the item is returned within 60 days. The processing fee is non-refundable.
- Items damaged beyond repair will be considered lost and the patron fined accordingly.
- Patrons who take responsibility for the fines and checkouts of a juvenile will be advised when their accounts become delinquent. After advising the parent of the responsibility, they will be given sixty (60) days' notice before the appropriate fines and fees will be transferred to the parent's card.

Approved May 1, 2012