

Computer Use

The Cranford Public Library is pleased to offer computer resources to the public. Currently, the library offers computers for use as word processors, computers with Internet access, Wi-Fi access, a children's computer equipped with educational programs, and an online public access catalog.

Patrons wishing to use a word processing computer must register at the reference desk. A patron may register for no more than two non-consecutive one hour sessions per day. A reservation will be held for fifteen minutes. A patron who has used the computer for one hour may continue if there is no one else waiting to use it. If another patron is waiting, a time limit of 20 minutes for the first patron will commence after the second patron has notified the reference librarian of his or her wish to use the computer. There is a charge of \$.10 per page to use the word processing printer. The library is not responsible for damage to a patron's storage device or computer, or for any loss of data, damage or liability that may occur from use of the word processing computer.

Internet computers are available to Cranford Library card holders. Children six years or less must have an adult working with them at the computer. The Internet is a world-wide entity with a diverse user population. Internet computers located in the reference area of the library are not filtered and patrons use them at their own risk. The library is not responsible for the content, timeliness or accuracy of information found on the Internet. Library personnel do not monitor or supervise Internet sessions, except for the length of time of use. Viewing of certain materials in the library may be considered improper in time, place or manner. The library reserves the right to end an Internet session.

A patron may use an Internet workstation or workstations for up to two hours per day. The cost to print from an Internet workstation is \$.10 per black and white page and \$.20 per color page. If the pages are for school related use, there is no charge for the first ten pages.

The library is not responsible for the content of material generated and/or transmitted by patrons using any of the library's public computers or terminals. Library personnel do not provide extensive individual instruction in use of the library's public computers. The library's computers are available to the public until fifteen minutes before the library closes. The library's online public access catalog is available to the public until five minutes before the library closes.

The library is not responsible for the security of devices accessing its Wi-Fi network and, therefore, patrons access the library's Wi-Fi network at their own risk.

Internet access in the children's room is limited to Cranford students in the sixth grade and under and their parents or guardians. Children six years or less must have an adult working with them at the computer. The children's room Internet computer is equipped with filtering software. Because no Internet filter is foolproof, the library cannot be responsible for the content of information found on the children's room Internet computer. A parent or guardian may request that the filtering software be deactivated for the duration of his or her Internet session. Parents or guardians of minor children using the Internet, not library staff, are responsible for providing guidance to children under their care. Parental supervision of children searching the Internet is advised.

The library offers to children with Cranford Library cards a computer equipped with educational programs. Access to this computer is limited to students in the sixth grade and under and their parents or guardians. Children six years or less must have an adult working with them at the computer. The

computer may be used for 30 minutes at a time. If the computer is in use, the patron waiting to use it next should leave his or her name at the children's room desk.

By registering to use any of the library's computers, patrons agree to abide by the library's computer use policies and procedures. Patrons failing to abide by these policies and procedures may be denied access to the library's computers and/or online public access catalog.

Approved by the Cranford Public Library Board of Trustees on March 26, 2015.