



# REDONDO BEACH PUBLIC LIBRARY

## RULES FOR USING THE PUBLIC COMPUTERS

- 1) The Library's public computers are available on a first-come, first-served basis at the Main Library and the North Branch Library until 15 minutes before closing. A user may sign on directly to an available computer using their Redondo Beach Public Library card number and PIN (the last 4 digits of the phone number associated with the card). If no computers are available, a user can make a reservation at the Reservation Station by entering their card number and PIN. Users must login with their PIN at the assigned computer within ten minutes of their reservation appointment time. Users have up to two hours of computer time per day at either the Main Library or the North Branch Library. Users receive a shutdown warning five minutes before the end of their session.
- 2) The computers are designed for **independent** use by the public. A working knowledge of Windows Operating System is strongly recommended. The Library staff cannot provide individual assistance, training or instruction.
- 3) Children under the age of 9 must be accompanied by a parent or guardian at all times.
- 4) The last computer users of the day must complete their work by 7:45 p.m., Monday through Thursday; 5:45 p.m. on Friday; and 4:45 p.m. on Saturday. The computers automatically shut down 15 minutes before closing. Please save your work frequently and send your print jobs before your computer shuts down.
- 5) If no computers are immediately available, users may reserve a computer at the Reservation Station. Users must remain at their assigned computer. Only **one person per computer** is allowed with the exception of a parent who is assisting a child. Any computer left unattended for more than 10 minutes will be made available for reassignment. Conversation or headsets should not disturb other computer users. Cell phone conversations are not allowed in the Library.
- 6) There are NO CD/DVD drives available on the Public PCs. In order to save a file, users must provide their own personal memory devices. Although the computers are protected with frequently-updated versions of anti-virus software, this does not guarantee complete protection from computer viruses. The Library is not responsible for damage to personal memory devices, or any loss of data, damage, or liability that may occur from use of the Library's computers.
- 7) **Save your work frequently to avoid the loss of your data.**
- 8) The user may not load any outside software on to the computer's desktop.
- 9) Users are expected to respect intellectual property rights, copyright laws, and software licensing.
- 10) The Library may limit access to the wireless network via passwords or traffic limitations.
- 11) Printing is available at the Central Printer at a cost of **15** cents per page for black and white copies and **60** cents per page for color copies. Wireless printing is available for patrons with mobile devices and home computers; hours of availability are listed on the Library's website.
- 12) If all computers are in use, computers will be assigned as available. Reservations cannot be made for specific computers.
- 13) **In consideration of others, please do not view web sites that are inappropriate in a public setting.**
- 14) Monitor brightness and contrast settings must be returned to their original settings at the end of a user's session. **Do not shut down the computer** as this removes it from the network making it unavailable for signup. Each computer reboots after the user logs out in order to remove any files, etc., remaining from the previous user.

**LOSS of PRIVILEGES:** All rules and regulations of the Library apply to the use of the computers. Non-adherence to these rules may result in the loss of your library and/or public computer privileges.