Albuquerque/Bernalillo County Library System
Rules for Computer Use

Computer Access:

1. A valid SmartCard™ is needed to access a Library-owned computer. The cards are available for a one time fee of $3.00. The $3.00 fee *will be waived one time only* for qualified low income children. All replacement cards cost $5.00. Non-residents are eligible for a SmartCard™ costing $3.00, valid for three months.

2. All computer users must use their own SmartCards™, which must be in good standing. Good standing is defined as a card that does not have any billed items or other blocks attached to it. A user is in violation of the library's computer rules if he/she permits another to use his or her card.

3. Staff are unable to make exceptions for customers who lose or forget to bring the SmartCard™ to the Library.

4. Customers are limited to one session when others are waiting.

5. Customers may use Library-owned computers up to 3 hours per day, depending upon availability.

6. Once a computer is assigned, customers have 10 minutes to sign in. Express computers allow 5 minutes for sign in. Waiting time cannot be estimated. Customers are responsible for monitoring their reservations.

7. Library-owned computers will automatically shut down 5 minutes prior to closing.

8. If space is available, a maximum of two persons may sit or work together at any one computer. If both customers are under 17, each must have a SmartCard™.

9. All computer users are expected to conduct themselves appropriately within a public environment. Verbal or physical abuse of staff, other library or computer users or computer equipment will not be tolerated.

10. Computer use may not interfere with others using the Library. Computer customers are subject to the Library's Building Use Rules.

Saving Files

1. Files may not be saved to the desktop or the C Drive.

2. USB storage devices may be connected to the front of the computer.

3. Customers may download or save material to diskettes. Diskettes may be purchased at the Check out Desk for $1.00 each.

4. No external devices may be connected to the back of any Library-owned computer.

5. The Library does not provide hardwired connections for customer owned equipment in library buildings.

6. The Library is not responsible for damage or lost data resulting from the malfunctioning of Library hardware or software.

Printing

1. Printing costs 15 cents per page. SmartCards™ function as a printer debit card for the Library's computers. Customers are responsible for determining that the card holds adequate funds. No refunds are given.

2. Only paper provided by the Library can be used in the printers.

3. Color printers are not available.

4, The Library recommends using print preview before printing.

<u>Help</u>

1. If customers need assistance using the library's computers and time allows, library staff will help to the best of their ability. Extended explanations, in-depth training, and specific software assistance are not available.

<u>Wireless Access</u>

1. All libraries provide free wireless service with a valid library card in good standing. There is no guarantee that users will be able to make a wireless connection.

2. The Library's wireless network is not secure. The Library is not responsible for damage or lost data resulting from connection to the Library's network.

3. Individual users are responsible for their own equipment. Library staff is not able to provide technical assistance.

4. Users of the Library's wireless connection must comply with the Library's Computer Use Policy.

5. Printing is not available. Electrical outlets may be used for customer owned computing devices. Such use may not restrict any library service or present a safety hazard.

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