

GFJ Memorial Library

Computer Use Policies



- Patrons must have a valid 4CLS library card with fines under \$5.00 in order to use library computers. You should carry your card with you when visiting the library. Patrons may only use their own library cards. **Use of another person's card will result in loss of computer privileges for both parties.**
- Patrons are limited to sixty minutes of computer time per day. This may be taken in one or in multiple sessions. Note: You must have at least 10 minutes left on your card to begin a session. The system will keep track of your time. **Sessions are limited to 60 minutes total time per day.**
- The **content filter** will not be turned off in the children's room for any patrons. It will be turned off on request in the adult room for patrons seventeen years of age and older. **Patrons under seventeen must have a waiver signed by their parent or guardian if they want to have the filter turned off.** The waiver must be signed in person by the parent/guardian, in the presence of library staff.
- Patrons will reserve their own computer sessions using the reservation station. Computer time may be booked six days in advance (days the library is open). Patrons may also request the next available computer.
- Patrons will be notified by their computer when there are ten minutes left in their session. At that time they should save any necessary work and prepare for the end of their session. **Sessions will end automatically** – patrons will not be able to continue working past the end of their session. **The last sessions of the day will end five minutes prior to library closing time.**
- Patrons may **“lock”** their computer for up to ten minutes should they need to leave their station. Your session time will continue to run while you are away from your station, but no one will be able to interfere with your work.
- Patrons may print. Print jobs must be finalized by library staff at the Information Desk. We suggest you wait until the end of your session to run your print jobs, but you may also request they be run sooner. Library staff will apply the “three free pages” discount when you pick-up your prints. You will need to pay for all other pages, including run-ons at a cost of **\$.15/page**. When you initiate a print the system will tell you how many pages will be run in each job – **only print what you are willing to pay for.**

Guest Cards:

Out of town visitors may use a “guest card”, available at the Information Desk, in lieu of registering for their own library card. Guests will only be eligible for this privilege for a two week period, extendable with permission of the librarian. **Guest cards are in no way to be used by local persons to avoid registering/using their own library cards.** Guest card privileges will only be extended to persons whose verifiable residence is outside of Broome, Delaware, Chenango, Otsego, and Tioga counties, as well as northern Pennsylvania. **Guests must provide identification with their name and address to verify that they are from outside the area.**