

MOUNT OLIVE PUBLIC LIBRARY

202 Flanders-Drakestown Road; Flanders, New Jersey 07836 | P: 973-691-8686 | www.mopl.org

The Mount Olive Public Library's Computer Policy

In response to advances in technology and the changing needs of the community, The Mount Olive Public Library endeavors to develop collections, resources, and services that meet the cultural, informational, recreational, and educational needs of Mount Olive Township's diverse community. The Library provides open public access to information of all types in a wide range of formats for all users.

The Mount Olive Public Library has computer workstations with a variety of software programs that are available for use within the Library. Library patrons' use of the facility and equipment will be managed to allow the greatest use by the greatest number of people.

Use of computers will not be limited to cardholders; however, no more than two (2) persons may work together on a computer.

A computer workstation may be used for up to ONE hour while others are waiting. If no one is waiting the usage time may be extended up to an additional hour, depending upon the need. A five (5) minute notice will be given when others are waiting to use the workstation. There will be a two (2) hour per day maximum. If two patrons are working together the two (2) hour maximum will still be in effect.

Personal software program(s) may **NOT** be installed on any computer. Data may **NOT** be saved to the hard drive; all users are expected to provide his/her own means (e.g. external hard drive, zip drive) for the storage of data. Any data saved to the computer's hard drive will be deleted.

Printers are available at either the Circulation Desk or the Reference Desk. Please be aware that there is a charge for printing whether it is in black and white or color.

While the Library Staff is not able to offer extensive explanations or to provide in-depth training, they will try to answer specific questions and offer suggestions for effective use of the software programs. Information will be provided about books, manuals and other materials.

The Mount Olive Public Library reserves the right to end the session if a patron's behavior when using the computers becomes inappropriate for a library setting. Violation of the policies and regulations that govern the use of the Library's resources may result in suspension or loss of the privilege to use these resources.

The Mount Olive Public Library assumes **NO** responsibility for any damages, direct or indirect, arising from the use of the computers.