



## BREMOND PUBLIC LIBRARY

### **Policy & Procedures regarding Library Visits, Public Computer Usage & Borrowing Library Materials**

115 SOUTH MAIN STREET, PO BOX 132, BREMOND, TX 76629

254-746-7752 front desk                      254-746-7065 fax

Business Hours: Monday through Thursday 12pm-5pm

#### **I understand & agree to comply with all of the following conditions:**

- When I check out a book or audio, I promise to take care of the materials & to return or renew them on time & agree to pay any overdue fines assessed, before I am allowed to check out any other materials or use a computer.
- When I am visiting the library, I will respect the librarian & volunteers & the privacy of others on the computer workstations, I will not be too loud to disturb other patrons & will not use profanity at any time.
- I understand that drinks and/or food are not allowed in the library. (Special functions approved by board members may override this rule.)
- I understand that my computer use is limited to One (1) Hour before 2:30pm & Thirty (30) Minutes after 2:30pm, when others are waiting.
- I will comply with all state & federal laws regarding public computer usage & the Bremond Public Library policies & procedures.
- I understand & acknowledge that the Internet contains information, both written & pictorial, which may be offensive or harmful to me or to others. I release the Friends of the Bremond Public Library & the Bremond Public Library from all liabilities associated with my viewing of, use of, or exposure to any information, machine-readable file, picture, graphical representation, or illustration I may encounter while using any public-use workstation, whether or not such information appears or is delivered through the station I operate.
- I will not violate any state or federal statute including those regarding copyright laws, obscenity, pornography, or delivery to minors of material deemed harmful to them.
- Before printing any documents, I will check with the librarian to make sure the printer is available and I will pay for all pages I print, B&W pages are 10¢ & color pages are \$1.00.
- I understand that **I may not install or download any software or program, alter or change any computer settings, screen savers, or wallpapers, etc.** on any of the computer workstations.
- I understand that I create, store, & use personal files at my own risk & the Library is not responsible for the loss of personal electronic documents, diskettes, and/or files.
- I understand that I can be held responsible for any damage I may cause to the Library's computers, printers, copiers, fax machine or other equipment including repair/replacement costs resulting from the use of damaged or virus-infected diskettes, CD's or DVD's, or any other file transferring materials.
- I understand that the Bremond Public Library reserves the right to change its public use workstation access policies & procedures at any time.
- I understand & accept that my failure to comply with the Library's policies & procedures will result in Library penalties ranging from suspension for a day or week or even possible permanent eviction from the Library.