

**OTTUMWA PUBLIC LIBRARY**  
**POLICY AND PROCEDURE**

Name of Policy:       **PUBLIC COMPUTER POLICY**

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*The Ottumwa Public Library, in keeping with its mission of free and public access to the widest possible variety of information, provides public Internet access. OPL's computer area is open to anyone with an OPL library card (provided fines on the card are less than \$3.00). Patrons will need their library cards to access a computer. Visitors may request a guest pass. Patrons must use only their library accounts and no one else's. Violations of policy may result in suspension of one's account.*

1. You may use a computer for 60 minutes per day. This time may be divided among more than one session.
2. Printing is \$.15 per page for black-and-white and \$.50 for color. Payment is required before pages are released for printing.
3. Please be considerate of others: no loud or disruptive behavior, no loud cell phone conversations, no pornographic websites or those that demean individuals or groups. In addition, please do not interfere with, disrupt, or invade the privacy of others.
4. No food or drinks in computer area.
5. Computers may not be used for any illegal purposes, including illegal downloading of any software, movies, or music, etc.
6. You may not, in any way, alter, reconfigure, or damage the public access computers, nor modify or gain access to files, passwords, or data belonging to others. Further, you may not seek unauthorized access to any computer system, or damage or alter software components of any network, host server, or database.
7. The library is not responsible for the accuracy of information found on the Internet or for the content viewed.

Date Revised: 8 July 2024

Date Revised: 12 July 2021

Date Revised: 13 August 2018

Date revised: 10 August 2015

Date revised: 9 July 2012

Date revised: 9 May 2011

By: Ottumwa Public Library Board of Trustees