



338 West Jefferson ■ Auburn, Illinois 62615
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ELECTRONIC SERVICES POLICY

Internet Access

The Auburn Public Library will provide public access to the internet for its patrons. Whenever possible, the library staff will assist patrons in need of help. Patrons must sign an Agreement For Internet Access form before using a public computer. Patrons under the age of 18 must have a patron/legal guardian sign their Agreement For Internet Access form. Computers are available on a first-come, first-serve basis. As a service to patrons who bring their own laptop, the Library will offer wireless access to the internet.

Services

Service charges are as follows:

Printing/Copies	\$0.10 per Black/White copy \$0.25 per Color copy
Fax	FREE to send and receive
Scanning	FREE
Lamination	\$0.20 per page

Restrictions

Patrons are allowed 1 hour of computer time if another patron is waiting for a computer. In the event there is, the Patron who has been on the computers the longest will be asked to sign out.

Patrons are not allowed to download programs to the public computers. In the event a patron does need to, they must ask a staff member for permission first. If a Patron downloads a virus to a computer they will be held accountable for any damages or fees.

Management

Public Computers will be available during all regular library hours.

Documents, programs, and browser history will be cleared off the public computers each night.

The Auburn Public Library staff has the right to reserve any public computer for programs or maintenance.

Adopted: 04/19/2016
Updated: 3/19/2019