

**EDWARD F. OWEN MEMORIAL LIBRARY  
COMPUTER USAGE POLICY**

All computer users must sign in at the circulation desk and present either a current Carter Lake or Council Bluffs Library card. Visitors may be required to pay a \$2.00 fee and they must present a valid form of identification, i.e., driver's license, student I.D. card, etc. to access the patron computer.

There will be a strictly enforced 1-hour time limit on all computers. Exceptions will be made by library staff only.

All computers in this library are to be used for informational and educational purposes first and priority will be given for these purposes.

All social networking sites including but not limited to Facebook, Twitter, checking e-mail and anything not educational or work related will be limited to 15 minutes per day unless authorized by a librarian.

Games are not allowed on any library computers with the exception of educational games during the allotted Homeschooled library time.

You must use headphones when listening to audio files in the library.

If you are using a computer in a manner that is inconsiderate of others, a staff member may ask you to end your session.

Please ask a librarian for help before printing any document. You will be charged for every copy printed. Do not download and/or install software programs on library computers. If you do, you may lose library privileges.

Do not access pornographic or obscene materials. If you do, you may lose library privileges.

If no computers are available, check with library staff, or make a reservation for when a computer is available.

Save your work on a disk or USB drive. You cannot save on the hard (C:) drive.

Adopted by the Library Board of Trustees  
6/28/2004  
Updated January 2015