Laurel Public Library Computer Usage Guidelines

➢ Do not log off or shut down any of the computers when finished.
➢ Do not change the desktop settings.
➢ Do not add, change, delete, or download any computer programs to public computers.
➢ Please limit your computer time to **one (1) hour**.
➢ Do not remove or unplug the earphones from public computers. Ask a library staff member for assistance if you feel earphones are not working properly.
➢ Please use website email addresses only (Yahoo, Gmail, MSN, etc).
➢ <u>No food/drinks around the computers</u>. Food and beverages may be placed on the table nearest your computer to prevent spilling on computer equipment.
➢ Use proper discretion when on our library computers. Accessing websites that are inappropriate is not acceptable.
➢ If necessary, library staff reserves the right to deny, revoke, or suspend computer usage/access at any time.