Altamonte Springs City Library

COMPUTER USE POLICY

- Please show your library card at the Reference Desk to receive a login pin code. If you have fines or overdue items, you will need to clear your account first.

- **Printouts are ten cents per page**. Please use the "print preview" feature before pressing the print key, as **you are responsible for all pages you print**. Please go to the counter to pre-pay, which will result in the release of your prints. We are unable to refund money once pages are printed.

- Time limitations apply. **The computers time out and shut down after one hour**. Once the timer reaches 2 minutes remaining, the shut-down process is automated and cannot be stopped by staff. If your work is not saved, it will be lost. If no one is waiting for a computer, one additional hour may be available. A minimum of 5 minutes before your session ends, please indicate to the reference librarian if you need an extra hour. The maximum time in any one session is two hours.

- Because computers are located in public areas, what you view is not private. In accordance with Florida Statutes, displaying obscene or sexually explicit material where it may be seen by minors is a violation of the law.

- Games and online gambling are not permitted on the computers.

- Please be courteous and respectful to other patrons by refraining from disruptive cell phone use, loud conversations, and profanity. Supervision of small children is required. If you continually violate these rules, you will be asked to leave.

- Librarians are instructed to help patrons get started on the computers, and assist with troubleshooting, but cannot devote time for one-on-one instruction. Please ask about free group computer class instruction.

By signing up for the computers and entering your pin code, you indicate your agreement to abide by these policies.