COMPUTER USE GUIDELINES
Las Vegas-Clark County Library District (LVCCLD)

Library computers may be used and reserved under the following conditions:
- Library computers require an LVCCLD library card in the computer user's name and a PIN.
- A visitor or nonresident of Clark County who is able to verify their residential status may obtain a one-day guest pass to use the computers, limited to one pass at any given time. Pass may not be used in conjunction with a library card.
- All computer use is subject to the District's *Internet and Wireless Use Policy* and *Library Rules of Conduct*.

Time Limit
- Designated computers are available on a first-come, first-served basis.
- Computer sessions last up to one hour with a maximum of two hours per day. Sessions lasting up to two hours with a maximum of three hours per day are available in designated Computer Centers at the Centennial Hills, Clark County, East Las Vegas, Rainbow, Sahara West, Spring Valley, West Las Vegas, and Windmill Libraries.
- Designated 15-minute stations are available at select locations and are intended for quick computer access.
- A 15-minute break, which counts as computer use time, may be taken during a scheduled session. If the user does not sign back into the session within 15 minutes, the computer may be given to another user.
- Automated courtesy warning messages will appear near the end of a session; computer users should watch the timer closely to not miss the warning messages.
- A notification appears after 10 minutes of computer inactivity. If there is no response to the notice, the computer will automatically end the session.
- Manual shutdowns and restarts are prohibited; computer users should properly exit the computer session by using the **End Session** option; staff members are available to assist if needed.

Reservations and Cancellations
- Reservations and cancellations may be made from outside the library using the Internet (www.lvccld.org) or telephone (702.507.6091).
- Reservations and cancellations may be made from within the library using an Information Station, Internet, or through staff.
- Unused reservations will expire five minutes after the designated start time; computer users are responsible for logging in before the reservation expires. Late arrivals will result in loss of the reservation.
- Only reserved users may sit in front of a computer. Please do not remain in front of the computer after your session has expired.

Misuse of Computer
- Misuse of the computer and/or intentional damage to LVCCLD hardware or network will result in the loss of computer privileges, potential loss of library privileges, and financial responsibility for any damage.
- Library computers are intended for the use of a single individual. Two people may work together as long as disruptions do not occur, and space allows. No more than two people are permitted on a single computer at any given time.
- Library cardholders may not allow other users to access computers with their account. The use of someone else's library card may result in a loss of computer privileges for both parties.

Privacy
- Computer stations are designed to safeguard privacy.
- All users must respect the privacy of other users.
- All users are responsible for properly ending their session when finished. Temporary files and usage history are deleted at the end of each session.

Software and Printing
- Staff may provide limited software and printing assistance.
- The copyright law of the United States (Title 17 U.S. Code) governs the making of photocopies or other reproductions of copyrighted material. The person using this equipment is liable for any infringement.
- Personal software may not be used on library computers, and all personal files must be saved to a personal storage device. LVCCLD is not responsible for loss or damage to files or personal storage devices.
- Files may be saved to library computers temporarily; temporary files are deleted at the end of each session.
- Printing is available for a charge. Funds must be added to print account prior to printing. Users are responsible for all pages printed and are encouraged to ask for assistance, or to use the print preview feature prior to printing.
- Print jobs must be sent to the print queue before the end of a computer session.
- Computer use, including printing, ends 15 minutes prior to the closing of the library. Computer users should save and print work before this time, or it will be lost.
- No refunds will be given; unused funds on an account cannot be refunded.

Wi-Fi Access and Printing
- To access Wi-Fi, users must have their own wireless device.
- Users are responsible for knowing how to configure their equipment, and how to access wireless networks through their operating system. Library staff cannot configure, diagnose, or modify user equipment.
- Minor children* are subject to the same rules governing Internet access by minor children using LVCCLD computers. Minor children are required to use "Library Wi-Fi ages 17 and under" network unless they have parent/ legal guardian approval as outlined in the Computer Access by Minor Children section below.
- Minor children who have parent/legal guardian approval on file for computer access in adult areas must use their wireless devices in the adult areas of the library.
- LVCCLD is not responsible for any damage to personal equipment or software that may occur as a result of using the District's wireless network. The use of anti-virus, firewall software, and updates are highly recommended when accessing LVCCLD's wireless network.
- Wi-Fi printing is available for computers running Windows XP or greater, or Macs with Intel processors.
- For Wi-Fi printing, users must be connected to LVCCLD's wireless network; Wi-Fi printing cannot be accessed from home or a 3G/4G broadband connection.
- To pay for printing, users may access funds in their print account, or submit payment with a staff member.
- A temporary print client will be executed on the wireless device when this service is used.

Computer Access by Minor Children
- Minor children may use filtered computers located in designated children's services areas. A library card is not required.
- Minor children may use computers in adult areas of the library if they have parent/legal guardian acceptance of the terms outlined in *Parental Permission Agreement for Use of the Internet* and their library card in possession during computer use.
- If two minor children share a computer in adult areas of the library, both parties must have parent/legal guardian acceptance of the terms outlined in *Parental Permission Agreement for Use of the Internet* and their library cards in possession during computer use.
- Parent/legal guardian permission for minor children using computers in adult areas of the library is not necessary if a parent/guardian is with the child at the computer during the session.
- Adults may not use computers in youth areas of the library unless assisting their child who is working at the computer. Unaccompanied adults will be directed to computers in the adult area.
- Designated Family Learning computers are available for children and parents or caregivers helping their children. Special guidelines apply and are available from staff at libraries with Family Learning computers.

*Minor children are defined as minors under the age of 18.