

# Bulgarian Christian Library "New Life"

1480 Oakton St.

Des Plaines, IL 60018

Phone: 1 (847) 375 9749

[www.bgnewlife.org](http://www.bgnewlife.org)

Hours: Sunday 12:30 PM – 1:00 PM

## Using Your Library FAQ's

### Frequently Asked Questions

#### Library Cards

##### **How do I get a Library Card?**

To apply for a library card, people must be members or non-members- (visitors, visiting regularly Bulgarian Evangelical Church of God " New Life") and supply two forms of identification: a photo ID and a document, which supplies both the name and current address of the applicant. Appropriate **forms of identification** include: a Driver's License, State ID, Utility Bill, or Voter's Registration Card. See [Borrowing Privileges, effective April 15, 2009]

A parent or legal guardian must sign a child's application and supply the required proof of residency in person.

##### **How old does my child have to be to get a library card?**

Any child, age 3 through 17 years, may be issued a library card. A parent or legal guardian must sign a child's application and supply the required proof of residency in person.

##### **How do I get a library card if I am not member or visitor to Bulgarian Evangelical Church of God "New Life"?**

People who are not members or visitors to BECG "New Life", a library card is free also. In addition to supplying the appropriate **forms of identification**, a copy of the most recent bill should be presented.

##### **Does my library card expire?**

Most library cards are issued for a three-year time period.

##### **Can I use my library card at other libraries?**

No.

##### **What happens if I lose my library card?**

Replacement library cards will free.

##### **Why do I always need to bring my library card?**

In these days of identity theft and confidentiality issues, your library card serves as a means of identification when calling or visiting the Library. Having your card with you is also the best way to ensure a prompt Library transaction. Whenever you are phoning the Library, stopping by to browse for

materials, picking up items previously requested, or using the Internet or Public Use Computers, please remember to have your library card available. The practice of sharing library cards among family members is discouraged.

## **Library Materials**

### **How long can I keep the material I check out?**

[Circulation Policies, effective April 15, 2009]

Books	30 days
Audio Books	30 days
Multimedia Kits	30 days
Paperbacks, Pamphlet File Items	30 days
Adult New Books and New Audio Books	14 days
Periodicals and Puzzles	14 days
Cassettes, Compact Discs (CDs) and CD-ROMs	14 days
Older Videos, DVD-s	7 days
New DVD sets	7 days
New DVD-s and Videocassettes	7 days
Flash drives	7 days

### **Can I renew my Library materials?**

Yes! You can renew materials one more time in person. See our Schedule!

### **What happens if my materials are overdue?**

The overdue fine for most library materials is \$.1.00/per item/per week. Overdue fines will accumulate to a maximum overdue fine. See Circulation Policies, effective April 15, 2009 for details. Patrons are encouraged to return library materials on time to avoid overdue fines.

### **Where can I return Library materials?**

Library materials can be returned only in person at Bulgarian Christian Library "New Life" 1480 Octon St. Des Plaines, IL 60 018

### **What happens if I lose or damage Library materials?**

The Library cardholder is responsible for any expenses that result from loss, theft or damage to any materials borrowed. The replacement cost of the item will be charged plus a processing fee of \$2.00-\$5.00, to help defray the cost of preparing a replacement item for circulation. [Circulation Policies, effective April 15, 2009]

### **What should I do if I get home and find my Library material is damaged?**

Occasionally, Library Staff will not notice that an item is damaged before checking it out. Upon returning home, if you discover a problem with any Library materials, please contact the Circulation Department as soon as possible at 1(847) 375 9749. The pre-existing damage will be noted in the item record and you will not be charged. Patrons will be held responsible for

replacement or repair costs on any Library materials that are returned with damage that has not been previously reported.

**What do I do if the item I want isn't in your computer?**

If the title you are looking for is not in our online catalog, make a note for that particular item we may get it in the future for our Library collection.

**Why do I have to wait so long to get a best seller?**

The Library tries to minimize the wait time for a best seller by buying multiple copies of popular books. Our policy is to purchase one copy for every five reserves on a title. Therefore, if 40 patrons reserve the latest best seller, we will buy 9 copies. In addition, best sellers can only be checked out for two weeks and cannot be renewed. Normally, you wouldn't have to wait more than eight or 10 weeks to get a copy of a best seller. This is not an ideal world, however. Patrons keep books out past due or do not pick up their reserves in a timely fashion. This results in other patrons having to wait longer to get their books. We try to anticipate and meet the demands of our patrons while practicing wise fiscal management. This is often a challenge, but we recognize the appeal of best sellers and make an effort to provide them as soon as possible

**Can I donate items or provide a gift to the Library?**

The Library will accept gifts without commitment as to final disposition. In determining whether or not a gift item is to be added to the Library's collection, the same standards are applied with respect to a gift as are used in the selection of an item for purchase. If the material presented to the Library is useful but not needed, it may be offered to another library, sold by the Friends of the Library group or Church Clearance Sale of books and other materials.

**Does the Library have any photos from the early years of the village's development?**

Yes, the Library has collected photographs, documents, and other items of local interests in our churches activities throughout the years. The items are kept in the Library.

**What special collections does the Library own?**

Bulgarian Christian Library "New Life" maintains collections of book in Bulgarian language for Bulgarian School "New Life".

**Library Use by Children**

**Do children have to be supervised by an adult while at the Library?**

Bulgarian Christian Library "New Life" welcomes the use of its facilities and services by children of all ages. The Library staff is not responsible for the supervision of children. Parents are responsible for the safety and behavior of their children in the Library and on Library property, whether or not the parents are in attendance. (Standards for Public Behavior)

- **Children under the age of five (5) years:**

Children under the age of five shall, at all times, be in the immediate presence of an adult or adolescent age fourteen (14) or older who has been designated by the parent or legal guardian to care for the child.

- **Children ages five (5) to eight (8), or completing second grade:**  
Children between the ages of five (5) and eight (8) need not be in the immediate presence of a supervising adult or adolescent but the supervising adult or adolescent must be in the same area of the Library.
- **Children ages eight (8) and up:**  
Children ages eight (8) and up are welcome to use the Library unattended providing they are mature enough to follow Library rules and observe proper conduct. Any child who is left alone at the Library must be able to contact a responsible person in case of emergency.
- **What happens if a child is disruptive?**  
If a child is being disruptive to other patrons or violating Library rules, staff members will first verbally warn the child that his/her behavior is not acceptable and must be stopped or the child will be asked to leave the Library. If the disruptive behavior continues, staff members will locate the parent or supervising adult or adolescent and ask them to take control of the child. If the parent or supervising adult or adolescent refuses or is unable to control the child, they will be asked to leave the Library.
- If the disruptive child is at the Library unattended, and if the child is under 12 years of age, the library staff will attempt to locate the parent and/or guardian, explain the child's behavior, and ask that the child be picked up immediately. (Standards for Public Behavior)

## Meetings Rooms and Display Spaces

### **Does the Library have a meeting room my organization can use?**

This is subject for future discussions. It is not available now.

### **Does the Library have any public display space available?**

Not now but may be in the future!

## Lost and Found

### **Does the Library have a Lost and Found?**

The Circulation Department maintains a Lost and Found for personal belongings left behind or mistakenly returned to the Library. If a misplaced item contains identification, every effort will be made to contact the owner. In instances when this is not possible, the Library will hold the article for 14 days. After that time, unclaimed items will be donated to a charitable organization or the Bulgarian Evangelical Church of God "New Life", as appropriate. Patrons are asked to contact the Circulation Department to inquire about missing items.

## Computers and Internet Access

### **Does the Library have computers I can use?**

Yes, the Library has 1 computer that is used primarily for Internet use and the same computer is for public use, which provides access to the Library's catalog Public Computer Policy.

### **Can I Use the Internet at the Library?**

Yes, the library has 1 workstation with Internet access and a suite of Microsoft Office™ products. According to the Internet Use Policy, you must have a valid public library card. Workstation is networked to a printer. All

printouts are \$.10/page.

**Does the Library provide wireless access to the Internet?**

No, the Library does not provide free wireless access to the Internet.

**Office Equipment Use**

**Does the Library have copiers?**

No, the Library does not have copiers at this moment.

**Does the Library have a public fax machine?**

At this time, the Library does not provide faxing services.

**Does the Library have a public scanner?**

At this time, the Library does not provide a scanner for public use.

**Friends of the Bulgarian Christian Library "New Life"**

**Who are the Friends of the Bulgarian Christian Library "New Life"?**

The Friends is a non-profit organization Bulgarian Evangelical Church of God "New Life" that provides support for the Library through donations, fund-raising events and special projects. Their efforts create community support for existing Library programs, provide direct financial help and volunteer assistance, sponsor programs designed to add to the cultural life of the community, and encourage gifts, memorials and endowments. The Friends run an ongoing used book sale in the Library lobby, as well as additional larger book sales during the year.

**How do I become a Friend to Bulgarian Christian Library "New Life"?**

Joining the Friends is easy. Complete a Membership Registration Form, indicating the level of membership and involvement desired. Being a Friend gives one the chance to contribute to the growth and well being of our community and to share experiences with others who value the Library's contribution to our lives.

**About the Library**

**What happens if patrons exhibit disruptive behavior while at the Library?**

We want to ensure that all users of the Library experience a pleasant and productive environment for study and research. Misuse of the Library, whether by theft, mutilation, or vandalism of library materials or property, or by interference with other library users, shows disrespect for the institution and disregard for the rights of other library users. Any patron exhibiting disruptive behavior will be given a verbal warning that his/her behavior is not acceptable and must be stopped. If the disruptive behavior continues, or is of a serious nature, as outlined below, the patron will be asked to immediately leave the Library. Disruptive behavior may include, but not be limited to: inappropriate or abusive language, fighting, running, failure to heed staff requests, loud talking, littering, jumping on furnishings, playing loud audio devices, loitering, harassing others, and public displays of affection. Acts of vandalism, theft, substance abuse, or other more serious disruptive behavior will be reported to the Police. *For more information, Please see the (Standards for Public Behavior).*

**Can I smoke on Library property?**

No. The Library is a smoke free building. Smoking by persons under the age of eighteen (18) is not permitted at any time on Library property. In compliance with the Smoke Free Illinois Act, smoking is prohibited within 15 feet of the entrance to the Library.

**Freedom of Information Act****What is the Library's Mission Statement?**

The primary purpose of the Library is to provide religious materials consistent with the mission of the congregation, which will promote spiritual development of individuals, families, and church groups.

And non- religious materials, which do not conflict with our beliefs and which may be particular benefit to the members.

The mission of Bulgarian Christian Library "New Life" to satisfy the library service needs of a changing community and to provide people outside the church with informational, educational, cultural, and recreational resources reaching their souls for Jesus Christ.

**What is the operating budget?**

The operating budget is \$300.00 per year.

**How many people are employed by the Library?**

People working in the Library are a group of volunteers from Bulgarian Evangelical Church of God "New Life".

**What organization exercises control over the Library's policies and procedures?**

The following organization exercises control over our policies and procedures:

***Bulgarian Evangelical Church of God "New Life".***

***1480 Oakton St.***

***Des Plaines, IL 60 018***

***Phone: 1(847) 375 9749***

***www.bgnewlife.org***

## Borrowing Privileges Policy

**Effective April 15, 2009**

Borrower's cards are issued to members or regularly visiting visitors to Bulgarian Evangelical Church of God ` New Life ` at no charge upon presentation of a signed application and two forms of identification. One must be a photo I.D. and one must supply both the name and current address of the applicant. Any child, age 3 through 17 years, may have an individual borrower's card. A parent or legal guardian must sign the child's application and supply the required proof of residency in person. Non- members or non-visitors may enjoy full library privileges for free.

All patrons under 18 years of age must have parental permission on file before using Internet. Parents must fill out a permission Form.

When materials are lost or damaged beyond repair, the patron is charged the replacement cost of the item.

Requests for reserves may be arranged in person.

## Circulation Policies

*Effective April 15, 2009*

<b>Material</b>	<b>Loan Period</b>	<b>Fine/Item/week</b>	<b>Maximum Fine</b>
Flashdrives	7 days	\$1.00	
New DVD-s	7 days	\$1.00	
New DVD sets	7 days	\$1.00	
Older videos and DVD-s	7 days		
Adult New Books and new audio books	14 days		
Magazines	14 days	\$1.00	
Cassettes, CDs, and CD-ROMs	14 days		
Puzzles	14 days		
Padded AV Bags	14 days	0	0
Paperbacks, Pamphlet file items	30 days		
Books	30 days	\$1.00	

Audio Books	30 days		
Multimedia Kits	30 days		

If overdue materials are returned after the item has been deleted from the library catalog, patrons will be charged the maximum overdue fine, plus the appropriate processing fee.

**Renewals** may be done in person only. One renewal per item is allowed, unless the item has been reserved.

### **Replacement Fees of Lost or Damaged Items**

<b><i>Material</i></b>	<b><i>Replacement Fees</i></b>
Paperbacks, Board Books and Magazines	Current replacement cost.
All other items	Current replacement cost.
Borrower's Card	Free
Replacement Bar-code Label	Free
Puzzle Bags	

**Replacement Fees for Audiovisual (and other) Cases will be charged to the patron at the Library's cost.**

### **Copy and Printout Fees**

<b><i>Copy/Printout</i></b>	<b><i>Cost</i></b>
Photocopies (Color)	25 cents/page
All other copies and computer printouts	10 cents/page



## **Returned Check Fees**

Should a patron's check be returned to the bank for any reason, the patron will be charged a \$30.00 fee in addition to the amount of the check.

## **Collection**

When \$25.00 or more is owed to the Library in fines or replacement costs and fees, the patron's account is referred to a materials recovery service. Unresolved charges on juvenile accounts will be transferred to the responsible party's account. A billing fee of \$10.00 is also assessed on all accounts referred to a materials recovery service.

## **Standards for Public Behavior**

The "Standards for Public Behavior" Policy is to ensure that all users of the Library experience a pleasant and productive environment for study and research. Misuse of the Library, whether by theft, mutilation, or vandalism of library materials or property, or by interference with other library users, shows disrespect for the institution and disregard for the rights of other library users.

Any patron exhibiting disruptive behavior will be given a verbal warning that his/her behavior is not acceptable and must be stopped. If the disruptive behavior continues, or is of a serious nature, as outlined below, the patron will be asked to immediately leave the Library.

Disruptive behavior may include, but not be limited to: inappropriate or abusive language, fighting, running, failure to heed staff directions, loud talking, littering, jumping on furnishings, playing loud audio devices, loitering, harassing others, and public displays of affection.

More serious disruptive behavior may include, but not be limited to: activating fire alarms and emergency exit alarms, theft, defacing or abusing library property or other acts of vandalism, threatening staff or other patrons, behaving under the influence of alcohol or illegal drugs, and acts of public indecency. In the case of serious disruptive behavior, the Library Director, or the Person in Charge in the absence of the Library Director, will take appropriate action, which may include contacting the police.

Patrons who cause repeated disturbances, violate Library policies repeatedly, violate any local, state, or federal law, or create a significant problem may have their Library privileges revoked or restricted at any time. In the event that the Library Director deems a longer ban necessary, s/he will seek final approval from the General Church Board of Bulgarian Evangelical Church of God "New Life".

Under no circumstances will Library staff transport any patron in their personal car or library vehicle to their home or to any other location.

## **I. Food**

Any food will be held at the Circulation Desk until patron is ready to leave.

## **II. Roller blades, skateboards, etc.**

Roller skates, roller blades, skateboards, scooters and sports equipment are not permitted in the Library building. These items may be left at the Reception Desk until the patron is ready to leave. Roller shoes are only permitted if the rollers are recessed into the shoes.

## **III. Bicycles**

Bicycles are to be parked outside the building. Bike locks are not available with us.

## **IV. Audio devices**

Audio devices with headphones are permitted unless noise becomes disturbing to others.

## **V. Public Telephone**

Not available.

## **VI. Smoking**

The Library is a smoke free building. Smoking is not permitted anywhere in the Library building or within 15 feet of any Library entrance. Smoking by persons under the age of eighteen (18) is not permitted at any time on Library property.

## **VII. Clothing**

Footwear and shirts must be worn by all persons when in the Library.

## **VIII. Sleeping**

Sleeping is not permitted on Library property.

## **IX. Cell Phones**

Quiet and courteous use of a cellular telephone in the main Library is allowed. If conversation is disruptive to others, patrons may be asked to take their phone use to the lobby.

## **Unauthorized Access to Non-Public Areas of the Building**

It is recognized that Bulgarian Christian Library "New Life" is a public building. However, in the interest of building security and to help prevent personal harm to Staff members or the possible loss of valuable equipment and personal property, the following areas should not be construed as open to the public: Administrative and Departmental office, Staff lounge and locker areas, the Computer Room, the mechanical areas, and other storage rooms. (Adopted April 15, 2009)

## **Library Use by Children**

Bulgarian Christian Library "New Life" welcomes the use of its facilities and services by children of all ages. The Library however is not always safe for unattended children. The Library staff is not responsible for the supervision of children. Parents are responsible for the safety and behavior of their children in the Library and on Library property, whether or not the parents are in attendance.

### **I. Children under the age of five (5) years:**

Children under the age of five shall, at all times, be in the immediate presence of an adult or adolescent age fourteen (14) or older who has been designated by the parent or legal guardian to care for the child.

### **II. Children ages five (5) to eight (8), or completing second grade:**

Children between the ages of five (5) and eight (8) need not be in the immediate presence of a supervising adult or adolescent but the supervising adult or adolescent must be in the same area of the Library

### **III. Children ages eight (8) and up:**

Children ages eight (8) and up are welcome to use the Library unattended providing they are mature enough to follow Library rules and observe proper conduct. Any child who is left alone at the Library must be able to contact a responsible person in case of emergency.

### **IV. Disruptive children:**

If a child is being disruptive to other patrons or violating Library rules, staff members will first verbally warn the child that his/her behavior is not acceptable and must be stopped or the child will be asked to leave the Library. If the disruptive behavior continues, staff members will locate the parent or supervising adult or adolescent and ask them to take control of the

child. If the parent or supervising adult or adolescent refuses or is unable to control the child, they will be asked to leave the Library.

If the disruptive child is at the Library unattended, and if the child is under 12 years of age, the library staff will attempt to locate the parent and/or guardian, explain the child's behavior, and ask that the child be picked up immediately.

## **V. Unattended children:**

Library staff members may notify the appropriate authorities if they have reason to suspect that there is evidence of abuse or neglect. Child neglect may include, among other things, a child being left unattended at the Library on a regular basis.

## **Public Computer Policy**

### **Available Public Computers:**

No. Bulgarian Christian Library "New Life" has 1 computer available for use of applicants to the Library. They include:

- Accessing the Library's catalog.
- Computers with non-Internet games for ages 3 through 10

Microsoft Office is available on the computers with non-Internet games.

The same computer in the Library, which allows access to the Internet and also contain Microsoft Office products. The use of the computer is covered under the Policy for Public Use of the Internet

### **Who may use the computers:**

The computer is available for anyone who is applicant to the Library.

Only two people will be allowed to use any our computer at any one time.

If, in the opinion of a Librarian, a person's behavior while using the computer is disruptive to others in the Library, that person will be instructed to discontinue use of the computer and may be asked to leave the Library.

### **Time slots:**

The Library does not take reservations for non-Internet computers, nor is time limited. However, if people are waiting to use the computers, people will be asked to limit their use to 30 minutes.

No one may start using a computer less than 15 minutes before the Library closes. Users must finish working, although they may still be printing, at 5 minutes before closing. All computers will be shut off at five minutes before closing.

### **Charges:**

- There is no charge for the use of the computers.
- There is a charge for each sheet of paper printed. Current charges are posted in the Library.
- The user is solely responsible for any damage to any person's equipment, software, or data.
- Damage to the Library's equipment, software, data, or local area network will be charged to the user on a replacement cost basis.

### **Staff Assistance:**

The Library Staff will not instruct computer users in the use of the equipment or any software. Limited assistance is available for starting computer and printer only.

Computer users are responsible for knowing how to use the equipment and/or software before they start. The Library will provide some reference material and user's aids for doing this.

### **Software and Hardware:**

**Patrons may not bring in their own software to use on the Library's computers.**

The Library's software may not be downloaded to a patron's storage device. Law prohibits duplication of the Library software.

Patrons wishing to save their work must provide a removable storage device such as a writable CD or flash drive. If the patron does not have a storage device, the Library does not have flash drives available to check out or purchase. No work may be saved to the hard drive. If any thing is saved on the hard drive, it will be erased.

Other than approved data storage devices, the user is not allowed to use his or her own hardware or software. Users shall not physically or electronically attach anything other than an approved storage device to Library equipment.

The Library is not responsible for lost or damaged files or disks belonging to the user.

**The Library reserves the right to revise these policies and procedures at any time. All revisions will be posted in the Library. The user is responsible for staying informed of any and all revisions.**

## Library Hours:

Sunday 12:30 p.m. – 1:00 p.m.

## Public Use of the Internet

*Approved April 15, 2009*

- Filtering
- Access by minors
- Users should be aware
- Use of the Library's Internet connection shall be guided by the following principle
- Sanctions
- Internet use disclaimer
- Who may use the Internet Connection
- Guest IDs
- Time slots
- Charges
- Staff assistance and instruction
- Downloading
- Indemnification by users
- Limitation of liability
- Agreement/Acceptance of policy

Bulgarian Christian Library "New Life" offers access to the Internet to patrons with valid Library cards that agree to abide by the Library's Policy for Public Use of the Internet ("Policy"). The Library does not monitor, nor does the Library have control over, the information available through the Internet, and the Library cannot be held responsible for the content of, or information accessed through, the Internet. Some web sites may contain information that is considered to be offensive, controversial, inaccurate, out-of-date, and/or illegal. Patrons use the Internet at their own discretion and are responsible for the access points and materials reached.

### Filtering

No Filtering software is installed on our Library computer. This is subject for future discussions.

### Example of other Libraries:

As required by the Children's Internet Protection Act ("CIPA"), the Library has implemented content filtering on the public Internet station(s) in the Youth Services Department in an effort to minimize access to visual depictions of obscenity, child pornography, and, in the case of persons under the age of 17 years, materials that are "harmful to minors." The filtering software installed on the station(s) has been purchased from a commercial vendor. The Library cannot and does not maintain that the installed software effectively filters all or any of the material described above. The Library is not responsible for

damages, indirect or direct, arising from access to such materials, whether voluntarily or involuntarily requested, regardless of the age of the user or whether arising from any deficiency of the filter or its installation.

The Library does not control access to any material accessible by the Internet, regardless of the age of the user, at Internet stations located in the Adult Department.

## **Access by Minors**

The Library affirms and honors the right and responsibility of parents to determine and monitor their own minor children's use of the Internet. Minor children are those under the age of eighteen (18). Access, use, or dissemination of information via the Internet in the Library is a joint responsibility of the child and the parent or guardian. The Library does not act "in loco parents" (in the place of a parent) and cannot substitute its judgment for that of parents or enforce parents' decisions about their children's Internet use. By allowing their child/children to use the Library's Internet connection, parents and legal guardians of minors agree that they, as the parents or guardians of their children, assume full and complete responsibility for their child/children's use of the Internet through the Library's connection. The Library assumes no responsibility for the use of the Internet by minors.

Specific policies on use of the Internet by age group are detailed under "Who may use the Internet Connection" in this document.

## **Users should be Aware**

The Library offers World Wide Web access. The Library does not serve as an Internet mail provider. Chat rooms, instant messaging and social web sites may be accessed at the station under the terms of this Policy. Electronic communication carried on via the Library's Internet stations should not be considered confidential. Indication or evidence of illegal activity may prompt the Library to report such activity and the identity of the user in cases of illegal activity, to the proper legal authorities. Such online communication also may be used as evidence in criminal investigations and/or prosecutions.

Some Internet sites are inappropriate for viewing in a public setting. No person shall use an Internet station in such a manner that any other person can view any pictures, graphics, documents, or images, which are patently offensive by current community standards. The Library has the right to end an Internet session when such material is displayed or printed. If, in the opinion of a Librarian, a person's behavior while using an Internet station is disruptive to others, or if the person is accessing material which is inappropriate in a public area, that person will be instructed to discontinue use of the Internet station and may be asked to leave the Library. Repeated violations of this policy may result in loss of Internet privileges.

Patrons who use the Library's Internet connection to make credit card purchases do so at their own risk. The Library assumes no responsibility for

loss of data, loss of privacy, pecuniary damages to the user, or any other acts which may result from the use of personal financial information at a Library computer.

### **Use of the Library's Internet connection shall be guided by the following principles:**

- Patrons may not use the library's facilities, including but not limited to its computers and Internet connections, for any activity prohibited by federal, state or local law, or any activity which violates copyright laws or license agreements.
- Users must be sensitive to others when accessing potentially controversial information and images and when doing so, should view these images and information discretely.
- Users shall not develop or utilize programs that compromise the security and functioning of Library and any other computer networks, systems or hardware; or harass, libel, or slander other users.
- Users shall not invade the privacy of an individual or interfere with the work of others;
- Users may not represent themselves as other persons;
- Users may not operate a business using the Library's Internet connection.
- While using Library computers, patrons are expected to abide by policies regarding food, drink, and behavior as outlined in Bulgarian Christian Library "New Life" 's Standards for Public Behavior Policy.

### **Sanctions**

Unacceptable use of the Library's Internet connection will result in the suspension or revocation of Internet privileges and may result in the loss of other Library privileges as well. Illegal acts involving Library computer stations and Internet use may also be subject to prosecution by local, state, or federal authorities. The Library has a registered Domain Name, and use of the Library's Internet connection can be traced to individual users, subject to the Library Records Confidentiality Act.

### **Internet Use Disclaimer**

The Internet contains a wide variety of materials and opinions from varied points of view. Provision of access by the Library does not constitute or imply endorsement or sanction by the Library of any of the information, images or commentary found on the Internet.

### **Who may use the Internet Connection**

Anyone wishing to use the Internet must have a valid borrower's card from a public library and accept a responsibility statement that states that s/he agrees to comply with the Policy. Use of the Library's Internet connection constitutes acceptance of this Policy by a User. A parent or legal guardian must accept the Policy for anyone under the age of 18. Any minor without



parent or guardian permission on file will be automatically blocked from using the Internet.

Only two people will be allowed to use an Internet station at any one time. Anyone who is sitting at an Internet station must be registered to use the Internet, even if s/he is with another registered user, unless a minor is using the station with a registered parent or guardian.

Any patron owing the Library more than \$50.00 in fines and fees will automatically be blocked from Internet access.

## **Time slots**

Internet stations may be reserved in 15-minute time slot. Reservations must be made at the Circulation Desk.

An Internet station may be reserved up to seven days in advance.

Only 15 minutes may be reserved at a time. If no one has reserved an Internet station, or no one is waiting to use it when the reserved time is up, use may continue.

If a person is not present for a reserved time slot after five minutes, his/her reservation is automatically cancelled.

Printing must be completed before the reserved time has expired.

No one may start using an Internet station less than 15 minutes before the Library closes.

## **Charges**

- There is no charge for the use of an Internet station.
- There is a charge for each sheet of paper printed. Current charges are posted in the Library.
- The user is solely responsible for any damage to any person's equipment, software, or data.
- Damage to the Library's equipment, software, data, or local area network will be charged to the user on a replacement cost basis.

## **Staff assistance and instruction**

Patrons are responsible for doing their own Internet searches. Due to time constraints, Library staff can offer only limited instruction on start up and Internet searches. Library staff can answer questions but cannot give individual instruction. Helpful books, videos, and magazines are available for in-house use or check out. The Library Staff can direct patrons to these resources.

## **Downloading**

Patrons wishing to save their work must provide a removable storage device such as a writable CD or flash drive. If the patron does not have a storage device, the Library does not have any flash drives available to check out or purchase. No work may be saved to the hard drive. If any thing is saved on the hard drive, it will be erased.

Other than approved data storage devices, the user is not allowed to use his or her own hardware or software. Users shall not physically or electronically attach anything other than an approved storage device to Library equipment.

## **Indemnification by Users**

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## **AGREEMENT/ACCEPTANCE OF POLICY**

I represent that I am over the age of 18, or I am under the age of 18 and have my parent's written permission, signed in person, to use the Library's Internet connection. I am competent to read and accept the terms of this Policy on my own behalf and, if I allow my children to use the Library's Internet connection, on behalf of my minor children as well. I understand that failing to abide by the Policy will result in the suspension or revocation of my Internet privileges and may result in the loss of other Library privileges as well. I UNDERSTAND THAT THE LIBRARY DOES NOT CONTROL ACCESS TO ANY MATERIAL ACCESSIBLE BY THE INTERNET, REGARDLESS OF THE AGE OF THE USER. PARENTS OR LEGAL GUARDIANS OF MINORS ARE RESPONSIBLE FOR THEIR CHILDREN'S USE OF THE INTERNET THROUGH THE LIBRARY'S CONNECTION.

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