



## **Rules of computer and internet use**

### **in the Public Library in the Ochota District of Warsaw**

1. Readers have the right to use computer workstations and the Internet on the basis of the Reader's Card, after registering with the librarian on duty. If the Reader's account has been blocked, he cannot use the computer workstation.
2. The maximum working time at a computer workstation **is 1 hour**. This time may be extended if there are no people interested in working at the computer. The use of the computer **must be finished at least 15 minutes before closure** of the library.
3. It is forbidden to:
  - 1) use computers for profit-making purposes,
  - 2) open websites containing material that is violent, pornographic, offensive or prohibited by law,
  - 3) instal software on the hard drive of the computer used,
  - 4) make changes to the configuration of the existing software,
  - 5) engage in activities that infringe the copyrights of the authors or distributors of software and data.
4. The Library is not responsible for the data processed and left on the computer used by the Reader.
5. The Reader is obliged to delete all data stored or downloaded by him. The Library reserves the right to remove them.
6. Any computer or software malfunctions should be reported to a librarian.
7. If, as a result of the Reader's actions, there is mechanical damage to computer equipment or software, the Reader is obliged to cover the repair costs. If the Reader is a minor, then the parents or legal guardians are responsible.
8. The Reader is obliged to use the computer in a way that takes into account the needs of other readers. When viewing content with sound, she/he should use her/his own headphones.
9. The reader using the computer acknowledges and accepts the monitoring of her/his work. In the event of violation of the rules of use, the user's session is immediately interrupted and may result in the prohibition of using the computer station for the period indicated by the librarian.
10. It is possible to make a printout in accordance with the applicable fee schedule (Annex 4 to the Regulations).