



## UMATILLA PUBLIC LIBRARY

700 6<sup>th</sup> Street  
P.O. Box 820  
Umatilla, OR 97882

Policy Number: 008  
Policy Name: Computer Use Policy  
Date Adopted: January 27, 2024  
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### Computer Use Policy

#### **1. BY USING THE COMPUTERS IN THE UMATILLA PUBLIC LIBRARY OR PUBLIC WIFI YOU AGREE TO THE FOLLOWING:**

- a. Not hold the Umatilla Public Library or the City of Umatilla liable for any loss or damage to your data, software, or hardware or for any damage or injury arising from the invasion of privacy in your computer accounts, programs, or files.
- b. The Library assumes no responsibility for damages direct or indirect arising from connecting to the Internet.
- c. Not in any way damage library software or hardware.
- d. Will not download or install software onto computers, or malicious programs (that have not been approved by IT or librarians).
- e. Use of your own Flash drive is advisable.

#### **2. PC RESERVATION**

- a. You have a set amount of time to use the computer under our PC Reservation system
  - i. Teen computers are set to 45-minute reservations
  - ii. Adult computers are set to 60-minute reservations
  - iii. If there is no wait time and you are allowed more time, a prompt will automatically display on your computer. You can then accept or decline the additional time.
- b. You can request a PC reservation up to 1 week in advance.
  - i. If you would like to reserve a PC, please see one of the librarians.

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END OF POLICY