

Summary of Computer Use & Internet Access Policy

- The library provides public computer workstations with Microsoft Office and Internet access.
- Internet access is subject to federal and state laws: (1) Florida Statute 847, which prohibits viewing obscenity, text or graphic, and (2) CIPA (Child Internet Protection Act) which requires filtering of obscene images.
- The library is not responsible for the security of personal information that is transmitted via the public computers.
- Library staff cannot enter personal information into forms for Internet computer users. Staff can provide guidance and direction to appropriate websites as requested.
- Staff will end computer sessions not in compliance with the Patron Code of Conduct.
- Failure to comply with rules may result in the loss of computer privileges. Inappropriate computer behavior includes:
 - Displaying, printing, sending, or storing obscene, threatening, or harassing material
 - Installing, downloading, or modifying computer software
 - Damaging, altering, or modifying computer equipment or networks
 - Violating copyright or trademark laws, software licensing or intellectual property rights

Computer Use Rules Include:

- A valid PPLC library card is required to use public computers.
- Computer session time limit is three hours.
- Patrons must be age 14 or older to use the computers in the adult area.
- Youth aged 11-13 may use the computers in the open area of the Teen Zone. Computers inside the Teen Room are reserved for teens aged 14-18.
- Children aged 10 and under must use the computers in the Children's Wing. Parents or designated guardians are responsible for overseeing their children's Internet use.
- Computers automatically shut down 15 minutes prior to closing time.
- Disruptive behavior, **which includes cell phone conversations**, while in the library is prohibited. Please take calls outside.

Fees for Printing, Copying, Faxing, and Scanning

Printing & copying

Black & White - 15¢ per page
Color - 50¢ for per page

Faxes

\$1.00 per page, no charge for cover sheet

Scanning

For e-mail or personal flash drive –
50¢ per document



101 2nd Street North
Safety Harbor, FL 34695
(727) 724-1525

SafetyHarborLibrary.com

Department Extensions:

Circulation - 4114

Youth Services - 4118

Adult Services - 4112

Outreach Services - 4107

Library Director - 4106

Meeting Rooms/Volunteers - 4101

Hours:

Monday - Thursday 9:30 - 8:00

Friday 9:30 - 6:00

Saturday 9:30 - 5:00

Sunday 1:00 - 5:00

To access your online account, enter your library card barcode and the last four numbers of your phone number as the password. Once in your account you can change your password.

If you select email notification, please add noreply@sirsidynix.com to your safe list so it is not sent to your junk mail.

CHECKOUT POLICY

<u>ITEM</u>	<u>LIMIT</u>	<u>TIME</u>	<u>DAILY FINE PER ITEM</u>
Books & Kits	No Limit	28 Days	20¢ (\$5.00 Maximum)
Audio Books	25	28 Days	20¢ (\$5.00 Maximum)
New Books	No Limit	14 Days	20¢ (\$5.00 Maximum)
All DVDs	16	7 Days	50¢ (\$5.00 Maximum)
CDs – Music	25	14 Days	20¢ (\$5.00 Maximum)
Sunshine State Books	4	14 Days	20¢ (\$5.00 Maximum)
Children’s Non–Fiction per subject	4	28 Days	20¢ (\$5.00 Maximum)
Reading Adventure Backpack	1	14 Days	\$1.00 (\$5.00 Maximum)
Children’s Musical Instruments	1	28 Days	20¢ (\$5.00 Maximum)
Stem Kits	1	14 Days	\$1.00 (\$5.00 Maximum)
Children’s Holiday Books	4	28 Days	20¢ (\$5.00 Maximum)
Video Games	3	7 Days	50¢ (\$5.00 Maximum)
Magazines	No Limit	14 Days	20¢ (\$5.00 Maximum)
Bicycle Lock	1	24 hours	\$1.00 (\$5.00 Maximum)
Kill A Watt EZ Power Meter	1	14 Days	20¢ (\$5.00 Maximum)

Library patrons must present their library card or photo ID to check out items. Please keep contact information updated.

The Library is not responsible for any damage to your audio or visual equipment when using Library CDs or DVDs

The Library allows six claim returns per patron card, after which any unreturned items are charged to the patron’s account.

REPORT IF YOUR CARD IS LOST OR STOLEN! You are responsible for any charges on your card. Do not lend your card to others.

Pursuant to Florida Statute 257.261, Library staff may not give any personal information to anyone concerning another patron’s library card, unless there is express permission from the cardholder. This includes all information, unless the cardholder is less than 16 years of age and the person asking is the parent or guardian.

For more information visit SafetyHarborLibrary.com

Revised 11/17/16

The Library Offers:

- New books and Movies
- Downloadable audio, eBooks, and music
 - Public Internet and WiFi
 - Magazines & Newspapers
- eResources, including Ancestry, A to Z Databases, and more
 - Copy, print, fax, and scan services
 - Answers Desk
- Computer Classes and Individual Tutoring
 - ESOL Tutoring
 - Tool Library
 - Seed Library
 - Meeting Rooms
 - Places for Quiet Study
 - Volunteer Opportunities
 - Rotating Art Exhibits
- Players of Safety Harbor Community Theatre
 - Friends of the Library Book Store

Safety Harbor Library Adult & Youth Programs:

- Pre-School & Family Story Times
- Special Youth Programs
- Movies for all ages
- Teen Activities
- Summer Reading Programs for Youth & Adults
- Literacy Programs
- Cultural Programs

Lost Item & Fine Policy:

- Replacements are not accepted for lost items. Lost items must be paid for in full at the time of the transaction. We cannot accept partial payments.
- No refunds for lost items will be given once the item is paid for.
- We cannot accept book donations in lieu of fines.