

**HUACHUCA CITY PUBLIC LIBRARY**  
**506 N. Gonzales Blvd.**  
**Huachuca City, Arizona 85616**  
**(520) 456-1063 phone/fax**

**POLICES AND PROCEDURES**

Welcome to your library! We are earnestly striving to constantly improve the library. We value our patrons and wish to see them return often. Our goal as library staff is to serve the community in the best way we can by providing services and materials that are useful and needed. We strive to be professional and courteous at all times. Please let us know if there is anything we can do to make your trip to the library a pleasant one.

**HOURS**

Monday - Friday                      10:00 am to 6:00 pm  
Saturday                                10:00 am to 3:00 pm  
Closed Sundays and Holidays

**INFANT & TODDLER STORYTIME**

Wednesdays                          10:30 am  
(Program is geared for infant to 3 yrs, however **ALL** children are welcome)

**PUBLIC COMPUTER USE**

Public computers are available on a first come, first serve basis.  
1 hour limit is enforced if others are waiting to use the computers.  
All public computers have the capability to print.

**COMPUTER USAGE POLICY AND DISCLAIMER**

The Huachuca City Public Library offers public access to computers that are owned and administered by the Town of Huachuca City. The Library also offers high speed wireless connectivity. This policy reflects the ethical principles of the Huachuca City Public Library and indicates, in general, the privileges and responsibilities of the patrons that utilize this service. The Library has no control over information available through the Internet and is not responsible for the quality, accuracy, authority, or timelines of the content; the use of information found on the Internet by members of the public; or any harm resulting from the use of the Internet, including but not limited to loss of privacy, damages, or loss of information.

**GUIDELINES FOR USAGE**

The Library does not use filters on its computers and does not prohibit the use of web-based e-mail, chat rooms or games as long as such use is not illegal, unethical or otherwise in violation of this policy.

Children 17 and under must have a signed parental permission slip on file before using the Library's computers for Internet access.

Our library is concerned that children have a safe and enriching Internet experience. We provide links on our website (<http://cochise.lib.az.us>). Library staff will make reasonable efforts to assist users of all ages who are in search of information.

As with other library materials, it is the responsibility of the parents/guardians, not the library, to restrict their children's access to online materials that are harmful to minors as described in ARS 13-3501 (1). Parents should accompany young children to the library and establish rules and expectations with older children that are in accord with family values. Children 7 years old and younger may not have access to a computer without supervision from a parent or guardian.

Users, not the library, are responsible for any use they make of the information obtained.

Users are held responsible for their actions while using library computers to access the Internet. Unethical or illegal use of computer resources is prohibited, including, but not limited to the following:

Using the computer to gain or attempt to gain unauthorized access to other computers or computer systems.

Using the network for any illegal activity, including violation of copyrights, trademarks, distribution of stolen property, or violation of other contracts.

Modification or destruction or damage to equipment, software, or data belonging to the library (ARS 13-2316) or attempting such action.

Public display of explicit sexual materials. (ARS 13-3501, 13-3506, 13-3507).

Use of computer resources in an attempt to commit telecommunications fraud (ARS 13-3707).

Unauthorized disclosure, use, and dissemination of personal identification information regarding minors.

Use of computer resources in ways that create a hostile environment or adversely impact staff or other library users.

Users may not add to, delete, or modify the installed hardware, software, or configurations. Public computers are equipped with security software which prevents downloads to the hard drive and other operations.

Users must comply with any time limit procedure posted by the library and must immediately cease using a library computer if requested by the librarian.

Users may not download software to the hard drive. Users may print or copy files onto a CD/DVD, or removal disk in accordance with the procedures and charges posted by the library. Although the library uses anti-virus software on their computers, the library is not responsible for any virus that may be transferred onto the CD/DVD or removal disk.

### **WIRELESS GUIDELINES**

Huachuca City Public Library offers high speed wireless connectivity. All that is needed is a wireless enabled laptop computer. All visitors may use the wireless network free of charge. However, you must abide by the library's computer use policy as stated above.

The library does not provide virus protection, encryption or other security for wireless connections. The library cannot guarantee the safety of your traffic across its wireless network. The library assumes no responsibility for the configurations, security of files on your laptop resulting from connection to the library's network. Information sent to and from your laptop can be captured by anyone else with a wireless device and appropriate software up to 30 feet.

The library is not able to provide technical assistance to users and cannot guarantee that you will be able to make a wireless connection.

### **ENFORCEMENT**

It is the library's policy to ask users who fail to comply with these guidelines to modify their behavior. If they fail to do so, they may have their computer privileges, including wireless privileges suspended, be requested to leave the premises, or if criminal conduct is suspected, law enforcement may be contacted. The Director of Library Services has the authority to suspend or terminate a user's computer privileges.

### **CHECK-OUT PROCEDURES**

Checkout periods are 3 weeks for all materials except movies (DVD or VHS), which are 7 days.

No limit on materials except movies (3 per family), audio books (10 per family), and music CD's (10 per family).

Reference materials are for in-library use only and may not be checked out unless arrangements are made with the Library Director.

### **FINES/FEES**

Fines are assessed at \$ .05 per day on all overdue materials except overdue movies which are \$1.00 per day.

Fine limit is set at \$5.00 per item. No other materials will be allowed to be checked out until fines over \$5.00 are cleared.

Cost of damaged materials will be determined the director.

Loss of materials requires replacement. Patron will be charged for the replacement cost of the item plus a \$3.50 restocking fee.

Library Cards: First replacement is free, any other replacements will be \$2.50 each card.

Fax fees: \$1.00 per page including the cover sheet, sending or receiving.

Copies/Computer Prints: \$ .10 per page.

### **FOOD/DRINKS**

To help protect our computer equipment and materials as well as to help maintain a clean library, we ask that no food or drink be brought into the library.

### **CELL PHONES**

We ask that all cell phones be turned off while in the library so as to not disturb the other patrons. If you must make a phone call, please do so outside. We understand the occasional need for your cell phone while working at the computers. If you must make or receive a phone call while using the computers, please keep your conversation to a minimum and at a low level.

### **CHILDREN**

Parents are responsible for all materials loaned to their minor children (17 and under). Parents must also responsible for their children's behavior while in the library. All children 7 and under **MUST** be accompanied by a parent/guardian.

### **SUGGESTIONS**

We welcome all of your suggestions in regards to how we can improve our library and service to the community. Please direct your comments to our Director either in person or in writing. We will make every reasonable request to accommodate your suggestions and ideas.