



Library Card Application

Date: _____

First Name: _____ Preferred Name: _____

Middle Initial: _____ Last Name: _____

Birthdate: _____ Age: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Email Address: _____

Phone Number: _____

Please select a 4 digit PIN (This is needed to access the SEO app, Libby app, and any internet terminals at the library) _____

Do you want your checkout history saved? Please circle one: Yes No

How do you want to be notified when an item comes in? Please circle one:

Phone(call) Email Text(SMS) Email & Text(SMS)

FOR MINOR APPLICANTS ONLY

By signing below, I agree to be responsible for ensuring compliance with library policies and procedures for this minor applicant. I accept full responsibility over any materials checked out on this card including any fees or fines accrued from this card. I am aware that there are no restrictions on borrowing any books and it is my responsibility to monitor the appropriateness of materials for this applicant.

Parent/Guardian Name: _____

*Parent/Guardian Signature: _____

Relationship to minor: _____ Guardian Phone: _____

Guardian Address: _____

By signing below, I allow this minor applicant to have internet access while they are at Brumback Library. I agree that I have access to and have read the library's policies on their website.

*Parent/Guardian Signature: _____ Date: _____

FOR STAFF USE ONLY

Card Number: _____ Date: _____ Staff Initials: _____

INTERNET TERMS OF USE

Purpose:

The internet is provided for the convenience and benefit of patrons of Brumback Library. This Internet Usage Policy outlines the guidelines and expectations for internet use by patrons while accessing the internet on Brumback Library's network.

Acceptable Use:

Internet access provided by Brumback Library is intended to support research, learning, and educational endeavors. Patrons are encouraged to utilize public access computers for activities such as:

- Research and Information Retrieval: Accessing online databases, academic journals, and educational resources to support learning and research endeavors.
- Educational Purposes: Engaging in online courses, tutorials, or educational videos to enhance skills and knowledge in various subject areas.
- Communication: Sending and receiving emails, participating in online forums or discussions, and utilizing social media platforms for professional networking or educational purposes.
- Information Literacy: Developing information literacy skills by critically evaluating online sources, distinguishing credible information from misinformation, and practicing responsible digital citizenship.
- Creativity and Innovation: Exploring digital tools and resources for creative expression, such as multimedia editing software, digital art platforms, or coding environments.

Respectful Conduct:

Maintain a quiet and respectful environment conducive to studying and research. Refrain from engaging in disruptive behavior, including loud conversations, playing audio without headphones, or using offensive language. Treat library equipment and materials with care, respecting the property of Brumback Library and fellow patrons. Report any technical issues or damage to library staff promptly to ensure the continued availability and functionality of resources for all users.

Privacy and Security:

Protect your personal information and exercise caution when sharing sensitive data online. While using public access computers at Brumback Library, be mindful of the potential risks associated with internet usage, including the possibility of unauthorized access to personal or financial information. Brumback Library endeavors to maintain a secure computing environment; however, patrons are ultimately responsible for safeguarding their own privacy and security. Exercise discretion when providing personal or financial information online and refrain from accessing websites or engaging in activities that may compromise your privacy or security.

Copyright Compliance:

Respect copyright laws and only download or share materials that are legally obtained and authorized for personal use. Patrons are reminded to adhere to copyright regulations when accessing and sharing digital content. Unauthorized distribution or reproduction of copyrighted materials is strictly prohibited. Ensure that any materials downloaded or shared comply with copyright laws and are used for personal, non-commercial purposes only. Brumback Library does not condone or facilitate copyright infringement,

and patrons are expected to respect the intellectual property rights of others when utilizing library resources.

Prohibited Activities:

Engaging in any illegal or unethical activities on the internet, including but not limited to hacking, phishing, or distributing malware, is strictly prohibited. Do not engage in online harassment, bullying, or discrimination against others. Accessing websites or content that may be deemed illegal, offensive, or inappropriate is prohibited.

Equipment Usage:

Patrons may utilize Brumback Library's public access computers to access the internet. These computers are provided for the purpose of facilitating research, educational activities, information retrieval, and other library provided services. Patrons are expected to adhere to the following guidelines when using public access computers:

- **Time Limits:** To ensure fair access for all patrons, time limits may be imposed on the use of public access computers. Patrons are encouraged to be mindful of others waiting and to relinquish the computer promptly when their session is complete.
- **Printing:** Printing services are available for a fee. Patrons are responsible for reviewing and confirming the accuracy of printed materials before concluding their printing session. Black and white sheets are \$0.25 and colored are \$0.50.
- **Software Restrictions:** Patrons are prohibited from installing or modifying software on public access computers. Any attempt to alter the configuration of the computer system is strictly forbidden.
- **Data Security:** Patrons are advised to exercise caution when accessing personal accounts or entering sensitive information on public access computers. It is recommended to log out of all accounts and clear browsing history/cache before concluding a session to protect personal privacy and security.
- **Compliance with Library Policies:** Patrons must adhere to all library policies and guidelines while using public access computers, including the Internet Usage Policy outlined herein.
- **Assistance:** Library staff may provide basic assistance with public access computers, including logging in, navigating software interfaces, and troubleshooting minor technical issues. However, more extensive technical support or training requires a time to be arranged with an IT admin.

Patrons are reminded that public access computers are shared resources intended for brief and purposeful use. Excessive noise, disruptive behavior, or misuse of public access computers may result in the loss of computer privileges or other disciplinary actions as deemed appropriate by library staff.

Consequences of Violation:

Violation of this Internet Usage Policy may result in the revocation of internet access privileges at Brumback Library. Serious violations may result in the involvement of law enforcement authorities.

Acknowledgment:

Before accessing the internet on Brumback Library's network, patrons are required to read this Internet Usage Policy. By using Brumback internet, patrons acknowledge that they have read, understand, and agree to comply with the provisions outlined herein.