

The John F. Wagner Computer Room

Usage.13

Dedicated in May 1989 as a new feature of the enlarged J. V. Fletcher Library, the John F. Wagner Computer room is the memorial gift of Ms. Dorothy Wagner, former President of the Friends of the J. V. Fletcher Library Inc., in honor of her late husband. Providing public use computers to library patrons, the room provides an essential service to the Westford public and offers an additional creative fund-raising source for the Friends of the Library, Inc. The John F. Wagner Computer Room was funded in part via this group's support and all rental proceeds from the John F. Wagner Computer Room are re-invested in the continuation of this unique public service.

THE JOHN F. WAGNER COMPUTER ROOM POLICIES AND RULES OF USE

- 1) Use of the computers is open to all Westford residents and members of the surrounding communities.
- 2) Users under the age of 14 must be accompanied by a parent or responsible adult.
- 3) Patrons should feel comfortable using a computer, software, and laser printer. The library will provide regular orientation sessions for those who need an introduction to these systems. Patrons are responsible for understanding the system(s) and learning to use the various software programs. The library staff may be consulted in the event of problems.
- 4) The computers are available only during the hours the library is open to the public.
- 5) Patrons may not upload material to the Internet. Patrons may save files to their own disk.
- 6) Patrons may not install and/or run their own software on the library systems.
- 7) Under no circumstances may patrons copy software from the library systems for their own use.
- 8) Cost is \$1.00 per hour or any portion thereof, and \$0.10 per page. Storage media may be purchased from the library for \$2.00 each.
- 9) Patrons may reserve up to two hours at a time up to one week in advance. After using their reserved time, patrons may sign up for additional time during that day in one hour increments.
- 10) If a patron fails to show up by 10 minutes past the scheduled time, it becomes available to the next user. Those who have pre-paid for their time will forfeit their room fee.
- 11) Reservations for time on a computer will be accepted by telephone as well as in person and via email.

VOTED AND APPROVED: 5/7/91; 5/10/01; 2/5/07.