Appendix No. 3

to the Regulations of using collections and services of Municipal Public Library in Zgorzelec

Regulations of using computers and the Internet

in the Municipal Public Library in Zgorzelec

1. The use of computers located in the network of the Municipal Public Library in Zgorzelec is available to each user of the Library under the rules specified in these Regulations.
2. A user expressing the will to use the Internet Reading Room is obliged to read the Regulations and comply with the provisions contained therein.
3. The Internet Reading Room is open during the Library's opening hours, with all computers are turned off 15 minutes before the scheduled closing of the facility.
4. Internet search shall be primarily for informational and scientific purposes, especially library and bibliographic information. It is forbidden to to use it for games, for gainful employment, for purposes contrary to the contrary to the applicable legislation on the protection of personal rights, copyright, to search for information with content contrary to current legislation, and to provide pornographic and racist materials.
5. Internet use is limited to 60 minutes, with the possibility of extension, only with the consent of the Librarian. In justified cases, the Librarian may grant the User more time (writing a master's thesis, scientific work, etc.). The Librarian must be informed of such a need before the beginning of the work.
6. A computer station abandoned for more than 15 minutes will be made available to another reader.
7. A computer station may be occupied by only one person. In exceptional cases and with the permission of the Library employee, the computer station may be occupied by a user and an accompanying person.
8. The user occupies the computer assigned to him by the Librarian.
9. Librarians, if necessary and possible, provide instructions on searching for information via the Internet and using programs, applications, and multimedia collections. The search is carried out independently by User.
10. The librarian has the right to monitor the activities performed by the User while working at the computer. If the Librarian finds that the User is performing activities inconsistent with the Regulations or other undesirable activities, the Librarian has the right to deny the User the use of the computer.
11. The User acknowledges and accepts the monitoring of his/her work.
12. The use of Internet access is limited to browsing the resources of the World Wide Web using the browser installed on the local disc of the computer.

13. The sound played during the operation of multimedia programmes may be emitted only through headphones.
14. The results of the work can be saved on a flash drive or printed.
15. The use of printing and scanning services is payable in accordance with the Price List of fees in effect at the Municipal Public Library in Zgorzelec, constituting Appendix No. 1 to the Regulations of using the collections and services of the Municipal Public Library in Zgorzelec.
16. Only materials from the library's own collection may be scanned and photocopied.
17. The activities of printing, scanning, and photocopying are performed only by the librarian.
18. Users may use their own battery-powered computer in the Library (cannot use the Library's network or electrical outlets).
19. Users of computers and the Internet should have basic knowledge of the WINDOWS operating system and the ability to use the with a web browser.
20. Before ending the session, the computer user should save the searched, downloaded, and created data on their own media (flash drive, CD-ROM). The Library is not responsible for the loss of improperly saved data.
21. The user using the Library's computer equipment and access to the Internet is responsible for his own work performed on the equipment. Data left on the computer disc is deleted. The Library is not responsible for data carriers left on the computers.
22. The librarian has the right to order person to leave the library premises:
    - intoxicated and behaving inappropriately,
    - who, due to illness or for other reasons, are dangerous or
    - a nuisance to other library users,
    - who arouse disgust by dirt, sloppiness, or a bad smell,
    - persons behaving aggressively towards other users or librarians,
    - person using words commonly considered offensive.

    In justified cases, the librarian calls the cleaning service.
23. Silence must be maintained in the Internet Reading Room. It is forbidden to use mobile phones. It is forbidden to bring and consume drinks and food items.
24. It is forbidden to:
    - do any activity that causes devastation or damage to the computer,
    - making any changes in the software and configuration of the operating systems of computer workstations,
    - breaking system security,

- arbitrary removal of defects in the operation of system software and application software, as well as devices that are equipment from the Internet workstations,
- charging one's own electronic equipment (e.g., cell phone and others) in electrical outlets located in the Internet Reading Room.

25. The user is fully responsible for any damage to the equipment owned by the Library and caused by him on remote or local computer systems, as well as any other losses or abuses committed using the network connection provided to him.

26. The user is obliged to inform the librarian on duty of all equipment and system damage as soon as it is noticed. Any messages about the presence of viruses should be reported to the librarian immediately.

27. Failure to comply with the aforementioned rules may deprive the User of the right to use of the Internet Reading Room. The Librarian makes the decision in this case, and the User may appeal against it to the MBP Director.

28. The Librarian may deny a User access to the computer if he/she deems that the User is performing undesirable activities, even if they are not specified in the regulations.

29. Resolution of matters not regulated by the provisions of these Regulations shall be within the competence of the Director of the MBP.

30. The Library reserves the right to temporarily deny access to the Reading Room and Computers in the event of organising events that restrict such access.