

# BORROWER'S AGREEMENT

## Burnet County Library System (BCLS)

*Library Privacy laws do not allow us to share your library history.*

### Requirements for a library card:

- Read and agree to the Borrower's Agreement and complete and sign the registration form.
  - 17 years or older: submit form with acceptable photo ID and proof of current mailing address.
  - 16 years or younger: a parent/legal guardian's address, signature and library card number are also required at time of registration.
- **Acceptable ID (current):** Driver's license, State or Military ID, Passport, resident Alien Registration Card or other with library director's approval.
- **Acceptable Proof of Current Mailing Address:** Driver's license, State ID, personal check, current bill, lease/rental agreement, insurance card, or other official verifiable address approved by staff.

### Checking Out/Renewing Materials:

- You must have your library card or license to check out.
- A new cardholder is allowed 2 items on first checkout.
- All circulating items may be borrowed for two weeks. Only books and audio books may be renewed.
- Renewals are not allowed if patron/family fines exceed \$5.00, been renewed twice, or if the item is on "Hold".
- Renew by telephone or online using your library card number. Your PIN is the last 4 digits of the barcode.
- Overdue & courtesy notices are provided as appropriate.
- Fines & Fees posted in library and in your brochure.
- **Unreturned materials may be considered an act of theft if overdue notices are ignored.**
- **Unpaid fines and fees that exceed \$50 may be turned over to the Burnet County Collections.**

## COMPUTER USE PROCEDURE

**Public Access Computers have limitations and are not secure. Not all computer functions are available. Computer reservations and printing end 15 minutes before closing. NO EXCEPTIONS.**

### Computer Use:

- Users must have their valid Burnet County Library card.
- Children 8 to 16 must use filtered computers or be accompanied by a parent or legal guardian at all times.
- Children under 8 must be accompanied by and reservation made with parent or legal guardian's card.
- A pass for computer use is available for adult visitors.

## User Responsibilities:

**PROHIBITED USE: A violation may result in loss or suspension of computer privileges, possible prosecution and repair expenses as recommended by the Directors.**

### You May Not:

- **TURN OFF, LOG OFF OR SHUT DOWN COMPUTER**
- Make copies of resources protected by copyright law or create or maintain web sites.
- Interfere with the operation of any computer, alter, damage or destroy data, computer programs or settings. These acts may be considered a felony under Texas **PENAL CODE**.
- Access obscene sites. Viewing obscene or objectionable materials on public computers is in violation of the **TEXAS PENAL CODE**, and is considered a Class A misdemeanor. (First offense: verbal warning, and will be noted in the patron's record. Second violation: loss of computer privileges for three months and possible prosecution.)
- Attempt to corrupt private information, files or access other networks.
- Install software or programs; save, download or upload files to the C drive.

### Users must:

- Reserve a session at the Reservation Station.
- Be the registered computer user, no more than two people may share a workstation, no unauthorized minors.
- Respect fellow computer users' privacy and concentration.
- Click **Done** and **End Now** when finished to clear your Internet session.

### Users may:

- Search the Internet, use Internet databases, find online applications, and access email.
- Use personal removable drives, USB drives and personal earphones.
- Make black/white or color printouts for a fee.
- Save work to the Z drive during current session.
- Make up to 2 reservations a day- per session limits.
- Child Area: 30 minutes; Adult area: 60 minutes.

**Disclaimer: The BCLS and staff are not responsible for materials viewed or information accessed on the Internet, direct or indirect damages from use of its services or facilities, or personal data entered in public computers.**