

## Special Borrower/Guest Computer Usage Policy

### NSU John Vaughan Library

I am applying for borrowing and computer use privileges at the NSU library and will comply with all of its rules, including the NSU Computer Policy, to pay fines and damages posted at the Business Office promptly, and to give immediate notice of a change of address. Items are subject to recall for NSU student, faculty, staff or ILL use. Special borrowers may also be asked to relinquish computer terminals. Limited printing is available for files saved to one of the **library's portable drives only** at **10** cents per black and white and **25** cents per color, and a maximum of **25** pages per day. An additional section for persons under 18 must be filled out and signed by a parent/guardian. **Due to the limited numbers, computer stations will be checked out to patrons for ONE hour at a time, with a maximum of 2 hours each day, excepting Government Documents research patrons. All guests MUST AGREE to the following terms:**

- The name I provide is not false; I have shown my ID upon signing this form.
- I will not violate any law, statute, ordinance, or regulation.
- I will not be threatening or harassing.
- I will not access sites deemed to be obscene or to contain child pornography.
- I will not violate any third party's copyright, patent, or trademark.
- I will not attempt to access any data or system for which I am not authorized.
- I will not introduce any viruses that may damage the computer, data, or personal information.

Guests are expected to exhibit appropriate behavior at the library. They must be respectful to students, faculty, staff, and other guests. In the case of violation of Library Rules or NSU Computer Policy, a guest will lose borrowing or computer privileges or will be asked to leave and future access to the library will be restricted or denied.

# Special Borrower/Guest Computer User Agreement

## NSU John Vaughan Library

- I have shown my valid State-Issued ID to verify my identity.
- I understand I am responsible for my behavior in the library and agree to abide by Library rules, including the NSU Computer Policy, to pay fines and damages posted at the Business Office promptly, and to give immediate notice of a change of address.
- I have received a copy of and agree to abide by the terms laid out in the Special Borrower / Guest Computer Usage Policy.

Full Name (print) \_\_\_\_\_

Home Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Phone \_\_\_\_\_ E-mail Address \_\_\_\_\_

State-Issued ID # (driver's license) \_\_\_\_\_

Guest Signature \_\_\_\_\_ Date \_\_\_\_\_

### Under 18:

Parent/Guardian name (print) \_\_\_\_\_

Parent/Guardian signature \_\_\_\_\_ Date \_\_\_\_\_

Address \_\_\_\_\_ Phone \_\_\_\_\_

Relationship to Minor \_\_\_\_\_

### STAFF USE ONLY -----

- Requested to see valid State-Issued ID to verify identity.
- Give copy of Special Borrower/Guest Computer Usage Policy to the patron. (page 1)
- Have patron fill out the above form. Staff should sign and date below.
- Created new patron record or updated old one using the given information, set Patron Type to **Special Borrower**.
- 3-hole punch this completed form and file alphabetically in the Special Borrower Agreement binder.
- Guest computers are checked out to guests for one hour at a time; they must sign in and show ID before each use. Only Staff should log them on to guest computers.

Library Staff Signature \_\_\_\_\_ Date \_\_\_\_\_