



Guidelines for Computer Use by Patients

Welcome to the library! We would like to make our limited computer resources available to as many patients as possible, so we ask that you follow these guidelines during your use:

Who May Use The Computer:

Use of the computer is restricted to patients, family members, and volunteers (18 years of age or older). VA employees who do not have computer access codes may use it ONLY there is no veteran/family member who needs it. Time on the computer is limited to 30 minutes, with a maximum of two sessions per day. The Library Staff retain the right to prioritize access, with patrons' need for health information as the highest priority.

The Computer May Only Be Used For:

- Searching the Internet for health, employment, or government information.
- E-mail to family and friends, for patients and family members only.
- A connection to support groups, forums, and other therapeutic activities as prescribed by patients' health care providers.
- Word processing to write letters, resumes, etc.
- Accessing other software programs, as designated by the Library.

Guidelines:

Users **must** initial and date/time the registration sheet before beginning their computer time. By doing this, they agree to the following guidelines:

- **The computers** will be used for the above named authorized purposes only.
- **The user** will not engage in any activity that may harm the computer systems, hardware, or software. This includes knowingly importing viruses or damaging/changing files other than his/her own.
- **The user** will not change any settings on the computer, including deleting files, moving files/folders, or importing programs.
- **The user** will respect the 30-minute time limit.
- **The user** will not use the computer for ordering goods or services, or transact any business (including the transfer of funds).
- **Users will** not download files or programs to the hard drive either from the Internet or a floppy disk. The hard drive will be regularly purged.
- **Users** must supply their own floppy disks for saving their files.
- **E-mail will** be used only as a critical communication tool for patients and their families with the outside world. It will not be used to conduct business, send annoying or harassing messages, or circulate chain letters.
- **No food or drink** will be brought into the Library or the computer area.
- **All computers** will be turned off 15 minutes before the closing time of the Library.
- **Patrons** may not print multiple copies of documents, or print more than 25 pages without the consent of the Librarian.

Access to computers at this facility is a privilege, not a right. All users must abide by this policy as well as federal, state, and local laws. Acceptable use requires that you show responsibility and ethical behavior with respect for computer equipment, other users' privacy, and network security. Any misuse of a hospital computer, or violation of the guidelines, will result in the loss of your computer privileges. Breaking federal, state, or local laws may result in arrest and prosecution.

Library staff has the right to remove access of the user at any time if the user engages in unauthorized activities, abuses time limits, or is rude to other users.