



**141 San Ramon Street  
Hagåtña, Guam 96910-4333**

FAX: (671) 472-1246  
EMAIL: gll@teleguam.net

TEL: (671) 477-7623  
(671) 472-8062

## **Computer Use Policy**

1. All CD-ROM titles currently in the holdings of the Guam Law Library are listed on a poster at each station. The workstations are numbered as GLL-1, GLL-2, GLL-4 and GLL-5.
2. If other patrons are waiting to use a workstation, patron use will be limited to 30 minutes. Internet usage is limited to thirty (30) minutes if another person is waiting or 60 minutes if no one is waiting. Internet users are asked to relinquish computers for at least one (1) hour between search times.
3. Print cost 10¢ per page. Please pay for copies at front desk. CD-ROM users are not allowed to download to disk.
4. Internet access and use of all other non-legal programs (WordPerfect, Word, Excel) are available to patrons at a computer rental fee of \$2.00 per 15 minutes (minimum) or \$8.00 per hour. Users must obtain a Computer Rental Service form at the circulation desk. Staff will record the start time on the form. When patron is finish the staff will complete the Computer Rental Service form which may include printing cost at \$ .10 per page. Users must pay for every page printed. Patron must pay at front desk. Receipts are available upon request.
5. Users may not damage or attempt to damage computer equipment or software; alter or attempt to alter software configurations, or install software.
6. Users may not access the C: drive under ANY circumstances. Persons caught hacking, changing, altering or reprogramming or attempting to damage the computers in any way may face any or all of the following measures:
  - a. Revocation of their library computer use privileges;
  - b. Revocation of their library use privileges;
  - c. Civil and /or criminal charges
7. The Guam Law Library assumes no liability for any loss or damage to the user's data or for any damage or injury arising from invasion of privacy in the programs or files. The user should be aware of computer viruses and other destructive computer programs and take steps to avoid being a victim of unwitting distributor of these processes.
8. The use of computer games is strictly prohibited.

9. And the fine print...
  - a. Users may not load or in any way use their own software.
  - b. Users may not download information on to the C: drive or create bookmarks.
  - c. Users may not change ANY settings.
  - d. Users may not violate copyright laws or software licensing agreements or any other federal or local laws or regulations.
  - e. Use of chatrooms, newsgroups, bulletin boards or discussion groups and playing games on the Internet is not permitted.