

**Policy: Conduct, Jones Creativity Center**

**Approved: 2/17/2011**

**Amended: 7/19/2018**

**Reviewed: 7/19/2018**

The computers in the Homer and Ida B. Jones Creativity Center (JCC) are used specifically for educational, employment, and training purposes only. The public computers located in the Reference Department on the lower level of the Library are for general Internet usage.

Before allowing computer usage, Library staff may check the student's standing with the BPL regarding any fines or reprimands.

Individuals not using JCC computers for their intended purposes will lose their status as a JCC student and will have to leave.

Friends, family, and children are only allowed to accompany students in the JCC computer lab under limited circumstances with special approval by JCC staff. The Children's Library is located on the 1st floor, and they offer computer/Internet access for ages 13 and under (please note that children under 8 must be accompanied by someone 13 or older at all times).

Those using the JCC will show respect for others at all times and will be expected to obey the Bristol Public Library Rules of Conduct. These conduct rules for the JCC will be considered to be in addition to the Bristol Public Library Rules of Conduct.

In order to meet federal and other agency funding requirements, intake forms will be collected from each student and periodically updated. Each student's visit with name, date and activity is recorded in the JCC. This collected information will remain private and any requests for release of this private information by anyone other than the individual to whom it pertains will follow the Library's Confidentiality Policy: "Other requests for the release of confidential patron records will be honored if submitted in writing and accompanied by a processed court order."

Users of the JCC will be required to periodically sign that they have read and will abide by these rules of conduct.