



Computer and Internet Access Policy

Purpose

Free, public use of the internet is provided at the Library to offer the community access to a broad range of information. This policy sets guidelines for using the internet while in the Library.

Use of the Internet

As an unregulated medium, the internet differs from the Library's collection in that it is not organized, cataloged, or evaluated by the Library staff. The Library has no control over the internet and its resources and assumes no responsibility for the quality, accuracy, or currency of any information found on the Internet.

The Internet may contain material of a controversial nature. Not all sources on the internet provide information that is current, accurate, or complete. Some content is obscene and/or harmful to minors. Although Library computers have filtering software, the Library does not guarantee protection from controversial material. Parents or guardians of minors are responsible for their children's use of the Internet through connections provided by the Library.

Wireless Internet access is available throughout the Library building to eligible users who have the necessary devices and software, via an open, unsecured network.

Staff Assistance

Library staff provides limited assistance for basic start-up and navigation. When Technology Help staff are available, they may provide additional assistance. Library staff do not assist patrons with any online financial transactions, nor do they access or enter private, identifying information such as credit card or social security numbers. Sharing of usernames and passwords is prohibited.

Privacy of Patrons Records

All Library records identifying the names of patrons with records of use of specific library materials and electronic resources are confidential in nature and will not be made available to any person or agency, including governmental authorities, except pursuant to authorized process, order, or subpoena, according to law.

Guidelines

- Use of the computers is on a first-come, first-served basis.
- Up to two people may work together at a computer, one person per chair.
- The Library does not provide data storage. Library computers are erased upon restarting.
- If patrons choose to save files created on Library computers to their own devices, they must provide their own storage devices, utilize their own cloud storage accessible on the internet, or purchase a USB Flash Drive at any service desk. Data downloaded from the internet, or visits to infected websites may contain computer viruses. The Library is not responsible for damage to any patron's equipment, or any loss of data, damage, or liability that may occur from the patron's use of the Library computers or the internet.
- The Library assumes no responsibility for any activities conducted by users of the Library's computers or by users' devices connected to the Library's wireless network.
- Patrons risk loss of Library privileges if they access sites that contain illegal content or are *disruptive to other patron's use of the Library* (for example, pornography, etc.). All computers may be monitored by Library staff at any time. There is no expectation of privacy while using Library computers or internet connections.

- Library computers may be used only for legal purposes. Illegal use includes, but is not limited to: harassment, libel or slander, fraud, destruction, modification or damage to equipment, software, or data; accessing websites that are harmful to minors or depict child pornography (any visual depiction [that] is or appears to be, of a minor engaging in sexually explicit conduct); disruption or unauthorized monitoring of electronic communications; unauthorized copying of copyright-protected material; unauthorized access, including hacking and other unlawful online activities.
- Patrons may not modify or remove any equipment. If equipment maintenance is required, staff are to be notified.
- Patrons must not attempt to circumvent computer session controls or security measures.
- Neither Library equipment nor the assistance provided by Library staff may be used for illegally altering the content of documents, photos, or any digital files (e.g., audio) and performing any other illegal activity.
- Computers on the automated reservation system shut down 5 minutes before the Library closes.
- Food and beverages are not allowed when using computer equipment.
- The Library reserves the right to terminate a patron's computer session if the patron is in violation of the Library's Patron Code of Conduct or this policy.
- Patrons may be limited to their initial 90-minute session if there are other patrons waiting to use the computers.
- Guest Passes for computer and internet access are available upon request at all service desks.
- Young Adult (YA) Internet Stations in The Loft are available only to high school age patrons.
- Parents or guardians are responsible for their child/student's internet use.
- Computers in the Youth Services Department are for the use of children and their caregivers. Caregivers may use the computers in Youth Services only when their children are in the Youth Services Department or attending programs.

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