

# GRAVES-HUME PUBLIC LIBRARY COMPUTER/ INTERNET POLICY

Reviewed 6/13/2015

## POLICY

Computer resources are provided for use by the patrons of Graves-Hume Public Library. Internet access is also available on selected public terminals.

The Internet allows users to connect to networks of resources outside the library. Graves-Hume Public Library has no control over these resources nor does the library have complete knowledge of what is on the Internet. Information on the Internet may be reliable and current or it may be erroneous, out- of- date, illegal, offensive, controversial, or unavailable at times. Library users access the Internet at their own discretion. Staff will assist patrons as time permits, but cannot offer personal instruction. As with all other library resources, it is the responsibility of the user to select or reject on-line information for his/her own use. An agreement with the library's Internet provider prohibits any unlawful use of the Internet .

## USE OF EQUIPMENT AND NETWORKS

Graves-Hume Public Library requires that library patrons using electronic information networks such as the Internet do so within the guidelines of acceptable use. The following activities are unacceptable:

1. Use of electronic information networks for any purpose which is offensive in a public setting, or results in the harassment of other users.
2. Destruction of, damage to, or unauthorized alteration of the library's computer equipment, software, or network security procedures.
3. Use of electronic information networks in any way which violates a Federal or State law.
4. Use of electronic information networks in any way which violates licensing and payment agreements between this library and network/database providers.
5. Unauthorized duplication of copy protected software or violation of software license agreements.
6. Violation of system security.
7. Behavior that is disruptive to other users.

## LIBRARY PROCEDURES RELATING TO ELECTRONIC NETWORKS

The library has developed certain procedures to assist staff and patrons in the use of electronic information resources. These procedures include the following:

1. User must accept computer use policy each time they log onto public access computers. Children under the age of 18 must have an agreement form signed by a parent of legal guardian that acknowledges permission to use the computers as long as all rules are followed.
2. Prior to the use of the library's computer systems, one needs to register at the front desk as a computer user . Computer patrons will be asked to present a photo I.D. or library card. Patrons with overdue materials and/or fines must clear these up before they may use the computers.
3. Nothing is to be put onto the hard drive or system disk of a computer system; no files are to be saved there, and no programs can be installed on to it. Furthermore, nothing is to be deleted from hard disk or system disk except by the library staff.
4. Computer time is limited to one session (one hour). A patron may request an additional session, if no one is waiting, with a maximum usage of two sessions per day. Exceptions may be made at the discretion of the library staff.

5. Computer use is free; printing is not. The cost of such printouts is 25 cents per page for black and white printouts and \$1.00 per page for color printing. **Patrons are financially responsible** for any printing that they do. Costs are subject to change.
6. Do not shut equipment off when you leave! Return to the desktop and leave the equipment on!
7. Patrons under the age of 10 must always be accompanied by a parent or guardian while using the library internet computers. Patrons 10 and older, with a signed parental permission slip, may use the computers without parental supervision.
8. Only 2 patrons are allowed at a terminal at one time. Both patrons must be registered at the desk.
9. The Graves-Hume Public Library makes no guarantees with respect to any equipment, programs, or other library materials, their quality, performance, or fitness for any particular purpose. All materials and equipment are given for use "as is".
10. The entire risk as to the quality and performance of computer equipment/programs/documentation is with the user. In no event shall the Graves-Hume Public Library be liable for any consequences in connection with or arising from the use of any equipment, programs, or other library materials.
11. E-mail may be done through your own account set up on one of the commercial Web search engines.
12. The patron is responsible for any contracts, purchases, or service agreements entered into while on the Internet.
13. Failure to adhere to library rules will result in a one month loss of computer privileges for a first offense and permanent suspension of computer privileges for any additional offense.