

ROSE MEMORIAL LIBRARY ASSOCIATION

COMPUTER AND INTERNET USAGE POLICY

INTRODUCTION

The mission of the Library is to provide materials and services in a variety of formats in order to meet the informational, educational, recreational, and cultural needs of the Stony Point community. As part of this mission, patrons are provided with access to computers, the Internet, and the World Wide Web.

Regarding the Internet, patrons should be aware that it is an unregulated medium. As a result, errors and intentional misinformation sometimes occur. The Library cannot monitor or control information accessed through the Internet and cannot be held responsible for its content, quality, accuracy, or currency.

When patrons are using Library computers, their access to the Internet is not censored. The Library does not offer protection from information that the user may find offensive.

In offering access to the Internet, the Library affirms principles and users' rights in line with those stated in the American Library Association's Library Bill of Rights, Freedom to Read Statement, and "Access to Digital Information, Services, and Networks: An Interpretation of the Library Bill of Rights."

By using the Library's public computers or by accessing the Library's Internet connection using personal devices, patrons agree to abide by the terms of this policy and those of the Patron Code of Conduct. Copies are available at the Circulation Desk.

PURPOSE

This policy was established to provide equitable and responsible use of the Library's public computers. In addition, the policy attempts to balance the Library's commitment to maintain a positive and constructive environment with its commitment to uphold the principles of intellectual freedom and open access.

GENERAL COMPUTER USAGE

- Users must sign in at the Circulation Desk.
- Users must have basic computer skills including the ability to use a mouse, Windows, and a browser if accessing the Internet. Patrons without these skills are invited to make an appointment for instruction, which may not be available on a walk-in basis.
- Computers may only be used for legal purposes.
- Patrons under the age of 10 may use the computers only when supervised by a parent, legal guardian, or delegated adult.
- Computers are not reserved and are available on a first-come, first-served basis. Preference will be given to Rose Memorial Library Association cardholders.
- Patrons are limited to one hour of use per session, including printing time and when accessing the Internet, connection time. This may be extended if there is no waiting list.
- Typically computer use is limited to a maximum of two hours (two one-hour sessions) per day if others are waiting.
- On any given day, patrons who have extended their sessions or are repeat users may be asked to vacate computer equipment for a patron requesting to use a computer for the first time.

- Two people at a time are permitted at a workstation, as long as their behavior does not disturb others and they do not block or impede access within the Library.
- When audio is needed, headphones must be used. Patrons may bring their own or use those provided at the Circulation Desk.
- Users may not save files or store data on the computers' hard drives and must provide their own portable storage devices for saving files. USB flash drives may be purchased at the Circulation Desk.
- It is the user's responsibility to preview the document before printing to ensure that there are no blank, unwanted, or improperly formatted pages.
- The cost of printing is \$.15 per black and white page, \$.50 per color page. Printouts should be picked up and paid for at the Circulation Desk.
- Problems with equipment or software should be reported immediately to the Library staff.
- Users agree to take proper care of all equipment and software and to pay the replacement cost of any equipment or materials lost or damaged as a result of carelessness, malicious intent, or failure to inform the Library staff of malfunctions.
- The Library is not responsible for any damage or loss of data that results from the use of its computer equipment or software.
- The Library cannot provide computer workstations that offer total privacy. Therefore, users should respect the privacy of others working at computers and should not infringe upon the rights and privileges of any Library patron.
- Users should comply immediately and courteously with requests by the Library staff made in accordance with this policy.

INTERNET USAGE

- Patrons access the Internet at their own risk.
- The Library is not responsible for any connection difficulties.
- Responsibility for minors' access to the Internet rests with their parents or legal guardians, not the Library. The Library cannot guarantee that minors will not have access to materials that their parents or legal guardians may find objectionable.
- The Library assumes no responsibility for any damages, direct or indirect, arising from use of its electronic services or from its connection to other Internet services.
- The Library's Internet connection may not be used for purposes contrary to federal, state, or local laws,
- Users will not have the ability to download software to Library equipment; install, delete or modify Library hardware or software; set up shortcuts; or alter bookmarks and settings.
- The Internet is not a secure medium and all transactions, files, and communications are vulnerable to unauthorized access. Users engaging in financial or other personal transactions that are ordinarily private and confidential do so at their own risk. The Library is not responsible for any personal information that is compromised.
- Users should remember that the computers are in a public location and therefore other Library patrons, including young children, may view the monitors.
- Patrons may not use the Library's network for commercial or private business.

WIRELESS ACCESS

- Patrons are expected to use the Library's wireless Internet (Wi-Fi) access in a legal and responsible manner. The wireless network may not be used to make unauthorized entry in other computational, informational, or communication services or resources; distribute unsolicited advertising; invade the privacy of others; make any attempt to damage computer equipment or software; or participate in any activity prohibited by the Internet Usage section of this policy.

- As a user, you are responsible for configuring your own equipment. The Library cannot be responsible for any changes you make to your computer settings and cannot guarantee that your equipment will be compatible with the Library's wireless network.
- Response speed, bandwidth, the ability to connect to the Library's wireless Internet network, and continuity of connection are not guaranteed. Wireless users may experience unforeseen downtime and the Library cannot take responsibility for loss of data.
- Users are solely responsible for having security settings and current virus protection on their wireless devices. The Library is not responsible for damage to hardware or software, transmission of computer viruses, loss of data or e-mail, or any harm resulting from the use of an unsecured network.
- Any information transmitted via Wi-Fi could potentially be intercepted by another computer user. This includes credit card numbers, passwords, and other personal information. It is strongly advised that personal, financial, or otherwise sensitive information not be transmitted through the wireless network.
- When necessary, patrons may connect their wireless devices to any available electrical outlet, provided the cords do not create a hazard. Patrons may not unplug any Library equipment, move furniture, or block exits or aisles.
- Wi-Fi patrons must use headphones to mute sound to avoid disturbing others. Patrons should bring their own or borrow a set at the Circulation Desk.
- There are no wireless printers available but you may save your document to a flash drive or e-mail it to your own account and then use one of the Library's public workstations to print for a per-page fee.
- The Library assumes no responsibility for damaged, lost, or stolen personal equipment. Never leave equipment unattended.
- The Library is not responsible for any damage to personal equipment, software, or data that may occur as a result of using the Library's wireless network. This includes damage due to electrical surges, security issues, or consequences caused by viruses or hacking.
- Patrons should remember that their personal devices are being used in a public location and should not infringe upon the rights and privileges of other Library users.

A patron's violation of this policy may result in the suspension or loss of his or her computer and/or Library privileges and could also subject the individual to prosecution under local, state, or federal law.

A patron whose computer and/or Library privileges have been suspended or revoked may appeal the restriction or loss to the Library's Board of Trustees by submitting a written appeal to the President of the Board with a copy to the Library Director.

The Library has the right to amend the Patron Computer and Internet Usage Policy at any time.

Approved by the Board of Trustees on September 21, 2011
Revised and Board approved on December 18, 2013