

SCHULTZ-HOLMES MEMORIAL LIBRARY

Computer and Internet Use Policy

Purpose:

The Schultz-Holmes Memorial Library provides access to a broad range of information resources, including those available through the Internet. Access to the Internet enables the Library to greatly expand its information services beyond traditional collections and resources. The library also provides public-access computers for other uses.

Disclaimer:

The Internet offers global access to information. However, not all sources on the Internet provide information that is accurate, complete or legal. The Library is unable to monitor or control the content of Internet information (which changes rapidly and unpredictably). Internet users will need to evaluate for themselves the validity of information found. The availability of information via the Library's services does not constitute an endorsement of that information by the Library. The Internet, even on the Library's filtered workstations, may contain information that is controversial, sexually explicit or offensive. Conversely, the filtering software may limit access to material that is constitutionally protected. No filter is 100% effective. Library patrons use the Internet at their own risk. Parents or guardians of minor children are responsible for their child's use of the Internet through the Library's connection.

Patrons under 18 years of age will be assigned to a filtered Internet workstation. Patrons under 18 years of age, who wish to use unfiltered Internet workstations, must be accompanied by a parent or guardian, who must sign for the workstation and supervise its use.

User Responsibilities:

In order to use these resources, users must agree to the following conditions of use:

1. Patrons must respect the privacy of other users.
2. Patrons may not harass other users in an effort to get them to abandon their workstation before their allotted time has expired.
3. Patrons shall not intentionally seek information on, obtain copies of, or modify files, other data or passwords belonging to other users.
4. Patrons must respect the legal protection provided by copyright and license to programs and data. Copyright applies to all original literary, dramatic, musical and artistic works reduced to a fixed medium. These include books, other writings, music, sculptures, paintings, photographs, films, plays, television, and radio programs, computer programs and sound recordings (such as records,

- cassettes and tapes).
5. No use or provision of peer-to-peer file sharing services or other downloads of copyrighted material is permitted anywhere on the library network. Violators will be turned over to the proper authorities and are subject to suspension of library privileges and to legal action including fines and imprisonment.
 6. Patrons must respect the integrity of computing systems; for example, users shall not intentionally develop programs that harass other users, breach the security of a computer or computing system or damage or alter the software components of a computer or network.
 7. Patrons must not send, receive or display text or graphics that may reasonably be considered obscene.
 8. The Library does not permit the use of personal software, the attachment of equipment (other than headphones or flash drives, mobile devices, CDs or DVDs for downloading) to the Library's computers or network or the modification of any operating system or network configuration.
 9. The Library does not permit anyone to destroy, alter, dismantle or disfigure any data, information technologies, properties or facilities. Users are responsible for the condition of the equipment while they are using it. Users are required to report all equipment problems to the staff.
 10. Library staff can assist users in getting started on the Internet and offer suggestions for effective searching. In-depth training in the use of the Internet, specific websites, or personal computers is unavailable due to staffing limitations.
 11. Because the Library wishes to respect patron privacy to the extent possible in a public venue, library staff will not make exceptions for or distinguish between the merits of particular patron uses of computers, i.e., patrons doing schoolwork cannot extend time beyond proscribed limits or gain access in preference to a patrons using Facebook or playing games.
 12. Patrons are responsible for all printing charges, even accidental printing.
 13. All pertinent rules apply to the use of the network as well as individual workstations. Therefore, any person connected to the wireless network, even if using the patron's own computer, is subject to all applicable rules and regulations regarding use of the Internet in the Library.
 14. The Library reserves the right to end a public access session at any time.

Procedure:

1. All computer users at the Library must sign up for a workstation through the library's automated network management system. Library card holders must sign in using the kiosk. Guests will be signed in at the front desk.
2. Wireless users on their own devices will be directed to a sign in page and must enter their full names and email addresses to log on to the wireless network.
3. Before their session on a Library workstation, users must agree to the Computer and Internet Use Policy and Procedures of the Library.
4. Patrons must present a driver's license, a school or military ID, another picture ID, with a birth date, or a SHML library card to sign up for a public-access computer. Parents or guardians may reserve a child's computer for a child, using

- the parent's or guardian's ID. Guardians may include scout leaders, church group leaders, teachers, adult relatives, or any adult in a position of supervisory responsibility.
5. Patrons under 18 years of age will be assigned to a filtered Internet workstation. Patrons under 18 years of age who wish to use an unfiltered workstation must be signed in and supervised by a responsible adult.
 6. Patrons are limited to 120 minutes of computer use per day. In order that we may provide access to as many patrons as possible and provide proper care and maintenance of equipment, patrons are limited to a session not to exceed 40 minutes when people are waiting for computers. When no one is waiting, patrons may extend sessions incrementally, not to exceed 120 minutes per day.
 7. A patron who has been bumped from a computer after at least 40 minutes but who has not used all of the 120 minute daily limit may return to the waiting list and sign up for another computer one (1) hour after the previous session ended. A patron who has not completed the initial 40 minute allocation may sign up for another session keeping within all other limits of this policy.
 8. Wireless users are limited to 120 minutes per day.
 9. Patrons are assigned on a first-come, first-served basis. One may not reserve a particular computer.
 10. All computer sessions must end no later than five minutes before the library closes.
 11. Printing is available at all of the workstations. Printing charges are 10 cents per page for black and white and 25 cents per page for color. The default is black and white, so the user must set the computer to print in color. Since patrons are responsible for all printing charges, even accidental printing, patrons should use caution, particularly when printing from the internet.

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