

Computer and Equipment Policy

(Adopted June 2014; revised February 2021; revised September 2021)

As part of the library's commitment of providing relevant electronic resources that aim to connect the informational and entertainment demands of this community, the Stickney-Forest View Public Library District provides laptop computers and other electronic equipment for use by patrons within the Library and on a circulating basis.

While the Library strives to have the technology (and related infrastructure) that we purchase and license in excellent and efficient working condition, no guarantees can be either expressed or implied in respect to any equipment, programs, or other materials that their performance will be flawless. Materials and equipment are given for use "as is."

Patrons will not tamper with computers and equipment. This includes tampering with the hardware, such as swapping the mouse from another workstation, and the software, such as attempting to install a new program. If there is a problem with a computer, patrons are asked to inform staff of the issue.

Laptop computers and Chromebooks are provided for patron use throughout the library. Library issued patron laptops and Chromebooks are internet capable and are loaded with basic browsing and Microsoft Office suite or Google Workplace applications.

The Library recognizes that wear and tear is a product of normal use of this kind of equipment. Patrons will not be held liable for equipment failures that occur while they are using equipment if it can be reasonably assumed to be the result of normal wear and tear. However, patrons will be held financially responsible for any damage of equipment that is caused by improper use of equipment. This includes damage to hardware, such as dropping a laptop, and damage to software, such as downloading a file that interferes with the proper functioning of the operating system. Liability and financial responsibility will be determined by the Library's Technical Services Department Head.

Rules governing use of library computers

Failure to comply with the following rules may result in loss of computer privileges, loss of Library privileges and prosecution.

- A. No food or beverages are allowed near the computers.
- B. Time limits on computer workstations and bandwidth limits on wireless access may be enforced to ensure that all patrons have the opportunity to use computer and Internet resources.
- C. Any activity which violates Federal, state, or local laws is prohibited on both Library and customer computers. Examples of illegal activities include but are not limited to fraud, which includes disguising or falsifying sources of electronic mail and other electronic communications with the intent of misleading,

defrauding or harassing others, displaying or distributing child pornography or other obscene materials, libeling and slandering other persons, and sending "spam" e-mail including identical or nearly identical messages sent to a large number of recipients who have not granted deliberate and explicit permission for the message(s) to be sent.

- D. Library computers and the Internet must be used in a responsible manner, consistent with the Library's Patron Code of Conduct Policy. All users must be quiet, courteous toward others, and respectful of Library equipment.
- E. Users may not modify Library hardware or software, change configurations, or attempt to access non-public files or accounts using Library workstations or the wireless network. Users may not attempt to intercept, monitor, disrupt, or impede other users' communications on the wireless network or to access or alter other users' data or software.
- F. Users may not use personal software, download software, or bookmark sites on Library workstations. Users are encouraged to suggest software for Library computers and links for Library Web pages to Library staff.
- G. Users may not violate software license agreements or infringe on copyrighted material. United States Copyright Law (Title 17, U.S. Code) prohibits the unauthorized reproduction or distribution of copyrighted materials, except as permitted by the principle of "fair use." This includes most electronic information sources. Users may not copy or distribute many electronic materials without the explicit permission of the copyright holder. Users are responsible for any consequences of copyright infringement.
- H. The Library is committed to providing an environment free from sexual harassment. Internet users are asked to help by refraining from displaying material on Library or patron computers which may be interpreted as part of an intimidating, hostile, or offensive work environment. Internet users should not attempt to show displayed material to passersby.

Misuse includes but is not limited to:

- Viewing material that violates federal, state or local laws or regulations, including those regarding accessing, viewing, printing and distributing obscenity or child pornography
- Hacking into the Library computer system or any other computer system
- Mishandling, damaging or attempting to damage computer equipment or software; tampering with computer settings
- Interfering with system operations, integrity or security
- Attempting to gain or gaining access to another person's files or authorization code
- Engaging in any activity that is deliberately offensive or creates an intimidating or hostile environment
- Violating copyright laws and software licensing agreements or the policies of the individual websites that you view
- Failing to pay for printing
- Refusing or ignoring a staff person's request to give up a computer

- Failing to comply with time limits
- Any other violation of Library policy.

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SFVPLD Laptop Lending Policy