

Joe Barnhart Bee County Library

Computer Use Policy

Approved 9/24/2009

The Library Board of the Joe Barnhart Bee County Library approved the following computer use policy:

- The Library computers are a source of education, entertainment, culture, and information for children and adults.
- Computer users will observe generally accepted “community standards” in their selection of websites to access
- **Chat** is prohibited on library computers (exceptions with management’s discretion).
- The primary use of all computer workstations is educational or informational research; other usage may be abbreviated during periods of high demand for research oriented usage.
- Commercial use of public access computers is prohibited
- Patrons must have a library card, in good standing, in their possession to use computers
- All patrons must have complete and clear library accounts (no blocks – i.e. overdue charges over \$5.00, returned check/credit charges, missing information, etc.)
- All public access computers have are filtered. Patrons may request access to restricted websites. Access will be granted in accordance with community standards on an approved on a case-by-case basis. This is in accordance with the Children’s Internet Protection Act (CIPA).
- Patron may not use another patron’s access to the computers. If they do, both the patron using the computer and the patron whose card is being used may be suspended from using the computer for an appropriate length of time.

CHILDREN’S USE

- Parents/guardians may request access to restricted sites for their dependent children; however, they must accompany their children throughout the session. Children 8 years and younger should be accompanied by a parent/guardian while using the Library’s computers.
- Parents/guardians are responsible for their children’s use of equipment and should monitor their children’s selection of viewing material.
- Children must be seated when using the computer. They may not lean over another child who is using the computer.
- Parents/guardians of children under 18 years of age must declare explicit permission for their child to use access the internet. The child’s library account will reflect this permission with *PJF* recorded as they *PATRON TYPE*.

COMMUNITY STANDARDS

All computer users must comply with local, state, and federal policies and laws, listed or not, related to use of these computers and use of the Internet. Violations including, copyright infringement, downloading pirated materials, displaying obscene images, accessing resources provoking sexual harassment, and child pornography will not be tolerated. These regulations apply to all computer users on the library premises.

Patron Responsibility

The Library requires that patrons using public *AND* personal computer workstations (i.e. their personal laptops), wired or wireless, do so within the guidelines of acceptable use. Exposing Library staff or patrons to images which may be deemed objectionable or obscene will result in the revocation of Library privileges. Library staff are authorized to terminate any patron's session or revoke a patron's computer privileges if a patron fails to comply with this policy. Illegal acts involving Library resources may also be subject to prosecution by local, state, or federal authorities. Patrons may be given two verbal warnings of unacceptable computer behavior and will then have their privileges revoked after the third incident. Serious violations will result in immediate revocation of computer privileges and removal of patron from the premises. A revocation of privileges may be reviewed upon written request to the Library Director.

Additional unacceptable activities:

- Use of electronic information networks for any purpose that results in the harassment of other users;
- Destruction of, damage to, or unauthorized alteration of the Library computer equipment, software, or network security procedures;
- Use of electronic information networks in any way that violates a Federal or State or local law;
- Unauthorized duplication of copy protected software or violation of software license agreements;
- Violation of system security;
- Behaving in a manner that is disruptive to others.

CHOOSING AND EVALUATING SOURCES

- In choosing sources to link to, the Library follows generally accepted library practices. Beyond this, we do not monitor or control information accessible through the Internet and do not accept responsibility for its content.
- The Library is not responsible for changes in content of the sources to which we link, or for the content of sources accessed through secondary links.
- As with printed information, not all sources on the Internet provide accurate, complete, or current information. Users should evaluate Internet sources just as they do printed publications, questioning the validity of the information provided.

RULES GOVERNING USE

- The library workstation time usage is limited to two hours. If no one is waiting the computer management system may incrementally extend sessions.
- Time is allotted per library card. Patrons may not use another's card. If they do their computer privileges will be suspended.
- The computer workstation's primary purpose is for research. If a patron needs the computer for research, then the patron using the computer for entertainment may be asked to relinquish the computer.
- The Library staff cannot set up electronic mail accounts on free sites. If a patron wishes to use this resource, they are responsible for accessing and creating their account independently.
- A Library staff member will assist patrons with computer use as time permits but cannot offer detailed training or technical support. Patrons needing training will be advised of the next scheduled workshop.

- The Library will offer free workshops to its patrons for their personal use. The Library Director must approve workshops for business or for profit use and there will be a nominal fee.
- Patrons are responsible to pay for each page printed from patron activated terminals at the current rate of fifty cents per page for color, and twenty cents per page for black and white. Use of the PRINT PREVIEW utility in most applications is highly recommended so users may see how many pages will be printed and view a representation of the printed page(s). (NOT ALL WEBPAGES CAN BE PRINTED AS THEY APPEAR IN THE BROWSER – SOME PICTURE IMAGES MY NOT BE INCLUDED IN THE PRINTED FORM)

Users May Not:

1. Use the workstations to gain unauthorized access to restricted files or networks.
2. Obstruct other people’s work on the network.
3. Access content violating community standards
4. Make any attempt to cause the system performance to be degraded.
5. Make any attempt to alter or damage computer equipment or software.
6. Use any workstation for any illegal or criminal purpose.
7. Use any workstation to operate a business or commercial activity.
8. Violate copyright laws or software licensing agreements.
9. Install or download any software.
10. Use unapproved computer disks to download software or save programs.

Violations may result in loss of computer use privileges and/or banning from the library premises. Unlawful activities will be referred to appropriate legal authorities.

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POLICY CHANGES

The Library reserves the right to update and change this policy at any time without notice.