

## LIBRARY COMPUTER USAGE POLICY & GUIDELINES

### Internet Access Policy

Scenic Regional Library does not monitor and has no control over the information accessed through the Internet and cannot be held responsible for its content. The Internet is a global entity with a highly diverse user population and library patrons use it at their own risk.

There are sexually explicit materials and other information resources that you may personally find controversial or inappropriate, especially for minors.

Not all sources on the Internet provide accurate, complete or current information. You need to be a good information consumer *and question* the validity of the information you may find.

**Scenic Regional Library, to comply with federal and state laws governing Internet access by minors under the age of 18, has filtering software on all of its Internet computers. Please be aware that filtering does not block all sites that you may feel are offensive and does block some sites that are valid and inoffensive. Filtering software may be disabled for individuals 18 and older to gain access to a blocked site, provided the site does not violate other terms of this agreement. Individuals under the age of 18 must use filtered Internet access.**

### Minors (under 18) and the Internet

Parents or guardians, not the Library or its staff, are responsible for the Internet information selected and/or accessed by their children. Parents--and only parents--may restrict their children--and only their children--from access to Internet resources accessible through the Library.

However, parents should know that filtering software does not block all material that they might feel is inappropriate for their children and can block material that is inoffensive and valid.

It is the responsibility of parents to discuss with their children what types of sites they feel are appropriate for them. This includes access to electronic mail, chat rooms and other forms of direct electronic communication. Minors should also be made aware of the dangers of disclosing, using and disseminating any personal identification information on the Internet.

In order to guide and help children learn about the Internet and its acceptable use, parents will be required to supervise their children who are under the age of 12 when they use the Internet and library computers.

### Staff Assistance

Library staff cannot provide in-depth training concerning Internet or personal computer use. Staff may be able to offer searching suggestions and answer some questions. However, staff will not be available to provide extensive assistance.

Have fun exploring the Internet but please remember that many times you may find the specific information you need in our books, periodicals, and other resources. **Please turn page over**

## **Guidelines for Using Library Computers**

1. You must have a valid Scenic Regional Library card and have signed the Patron Computer Usage Agreement. Non-Patrons must read the Patron Computer Usage Agreement and complete the form required by the library.
2. You must provide your Scenic Regional Library card if asked and sign in at the Circulation Desk.
3. The computers are normally available whenever the library is open, subject to periodic maintenance
4. Use of the computers is on a first-come, first-served basis. Time limits may be imposed when all of the computers are in use and people are waiting. Taking into account the amount of computer usage an individual has had during a single day, the library staff will attempt to ensure that all library users have fair access to the computers.
5. You may send or receive e-mail (electronic mail) by means of web-based mail (Hot Mail, Yahoo Mail, etc.). E-mail attachments are frequent sources of computer viruses.  
For this reason, the Library requests that you not open e-mail attachments.
6. Do not install instant messaging systems on library computers.
7. You may not use your own software programs on the computers.
8. You may not download programs from the Internet to library computers. You may download information to personal floppy disks. However, personal documents are not saved on the library's computers.
9. Other than personal CDs, diskettes or headphones, your own equipment may not be used on library computers.
10. Library computers may not be used for selling or advertising for commercial enterprises.
11. Computer printouts are 15 cents per page for all copies made. Using the "Print Preview" function can avoid unnecessary copies.

### **User Responsibilities**

Inappropriate use will result in the loss of computer privileges for a period determined by the library based upon the severity of the infraction. Examples of inappropriate use include, but are not limited to, the following:

- unauthorized tampering with or modifying computer hardware or software
- violation of software license agreements and copyright laws
- violation of another user's privacy or interfering with their peaceful use of the computers. Examples: talking with others using computers and talking on cell phone while using computers
- use of sounds or visuals that might be disruptive to others
- violation of federal, state, or local law including "hacking" and other similar activities
- use of library computers to display or disseminate sexually explicit or sexually suggestive (obscene/pornographic) material

### **Remember:**

**Public library computers are not private or secure.**

**Public library computers cannot be modified for individual use.**

Adopted: February 15, 2005 (Previous versions adopted: June 18, 2002 and December 16, 2003)