

## COMPUTER SERVICES AND INTERNET ACCESS POLICY

### GENERAL USAGE:

Any Library user may access the online public access catalog (OPAC). One public access computer must always be available for catalog searches.

In the case of high demand, patrons may sign up for a Library computer for 30-minute blocks of time at the appropriate circulation desk (either adult or children's).

There is no public computer access when the Library is closed.

It is not the responsibility of the Library staff to provide detailed instruction to anyone using the computers. Staff members will assist and answer questions whenever possible, depending on other Library traffic, usage, and individual knowledge. The Library's scheduled use of equipment takes precedence over individual use at all times.

Computers in the Children's Room are restricted to children ages 12 and under. Parents or caregivers may use them only when accompanying a child. Staff members may make exceptions for special circumstances.

Users will agree to obey all applicable federal, state, and local laws governing content restrictions, copyright, and licensing. The viewing of pornography is not permitted in the Library. The Library reserves the right to terminate usage for the abuse of these conditions.

Users may not download material onto the computer's hard drive. Any files stored will be deleted daily. Upon evidence of downloading, future use of public access computers may be denied. No manipulation of the Library's operating system, set-up, or files is allowed.

**CAUTION:** The Library uses a virus checker, but this may not protect you from viruses. The Library is not responsible for damage to a user's computer, including hard drive, or for loss of data caused by a patron's use of the Library's public access computer.

Any damage to the Library's computer or its peripheral devices is the responsibility of the user. In addition to the reimbursement to the Library for repair or replacement cost, the user will be denied further access to this service.

Denial of individual use of public access computers may be appealed to the Library Director and the Board of Library Trustees.

The charge for printing sent to the printer will be \$.15 per black and white page and \$.25 per color page. Always check the number of pages you wish to print before initiating the printer; if you print it, you must pay for it.

### INTERNET AND WIFI ACCESS:

Electronic resources provide unprecedented opportunities to expand the scope of information available to users. This provision of access does not imply sponsorship or endorsement of information available both in the electronic medium or in more traditional sources of information in the Library.

The Library cannot guarantee a user's anonymity or privacy in any communications on the Internet. Users are warned not to divulge any personal information during computer usage.

The Dudley-Tucker Library does not offer chat room usage.

The Dudley-Tucker Library allows for personal computer equipment and wireless enabled devices to access the Internet via a wireless network throughout the Library.

All users are expected to use the Library's wireless access in a legal and responsible manner. This connection is unencrypted and unfiltered. Use is done at the patron's own risk. By using the connection, patrons acknowledge that security errors and hacking are an inherent risk associated with any wireless service. Users should not transmit sensitive personal information (credit card numbers, passwords, or other personal information) while using this or any public wireless network.

All wireless users should have up-to-date virus protection. The Library accepts no responsibility for any software downloaded and/or installed, e-mail opened, or sites accessed while patrons are on the wireless Internet connection. Any damage done to the patron's equipment or self from viruses, identity theft, spyware, or other Internet-borne programs is the sole responsibility of the patron.

The Library accepts no responsibility regarding the ability of patron owned equipment to connect to the Library's wireless network. Library staff will not change settings or perform troubleshooting on patrons' equipment.

Printers may be available via the wireless connection.

Any restriction or monitoring of a minor's access to the Library's wireless network is the sole responsibility of the parent or guardian.

Laptops and other devices should never be left unattended in the Library. Library staff is not permitted to watch patron's property or to store such items on a patron's behalf.

All computer use, whether personal or Library-provided, must cease ten minutes before closing, so as not to hinder staff in their closing procedures.

Revised: 5/20/04, 5/20/08, 5/17/10, 1/20/11, 5/25/17, 3/21/19