

Internet & Equipment Use Policy

The library provides free public access to the Internet via public access computers and a Wi-Fi network. It is expected that patrons who use the Internet via the library's network will do so in a responsible and legal way.

Policy

1. The Library provides free public access to the Internet as an informational, educational and recreational resource.
2. Use of electronic information resources, including the Internet, must be responsible and ethical, consistent with the purpose for which these resources are provided. This includes:
 - a. Using resources for educational, informational and recreational purposes only, not for unauthorized, illegal or unethical purposes.
 - b. Respecting the privacy of others by not misrepresenting oneself as another user; by not attempting to modify or gain access to files, passwords, or data belonging to others; by not seeking unauthorized access to any computer system, or damaging or altering components of any network or database.
 - c. Respecting the privacy of others by not interfering with their use.
 - d. Making only authorized copies of copyrighted or licensed software or data.
 - e. Not sending, receiving, or displaying text or graphics that may reasonably be construed by library staff as offensive to the public.
3. The Library staff cannot control specific information on the Internet. Libraries do not vouch for or endorse either written material in their collections or electronic information. Selection policies that govern the library's purchase of written materials may not apply to electronic resources.
4. To use the library's public Internet computers, patrons must have a library card in good standing. **Patrons must use their own library account to access the computers.** Passes may be provided for visitors who do not have a library card. Visitor pass recipients must abide by the same rules of use as other library patrons.
5. The public Internet computers may be used for 1 hour increments, time may be extended in ½ hour increments up to 3 hours, depending on availability.
6. Reservations for Internet computers will be accepted for up to 7 days in advance.
7. No additional software may be downloaded or installed on the public Internet computers nor shall changes be made to their system configurations.
8. Printing is available from the public Internet computers at the current posted rate for printing and photocopying. Copier and printer fees are set by the library director.

9. A photocopy machine is available to patrons who wish to copy materials. Copy machine users are advised by posted signs that there are legal restrictions on photocopying copyrighted materials.
10. Very limited technical support is available through library personnel. Patrons attest that they have a basic familiarity with computers and the software they will be using.
11. Patrons shall not attempt to troubleshoot problems on the computers. Problems shall be reported to library staff immediately.
12. Personal portable devices shall not be connected to the library's wired network and may use the library's public Wi-Fi network instead. Patrons who use the Wi-Fi connection at the library are bound by this policy.
13. Laptops are available for patrons requiring extended time on a computer or who would prefer to work in a quiet part of the library. Refer to the Laptop Lending Policy for more information.
14. The Library assumes no responsibility for the use of the Internet by children. Subject to the above restrictions, it is the responsibility of the user (or the parent, guardian or caregiver) to determine what is appropriate. Library staff assumes that those under age 18 have parental permission to use library resources, including the Internet.
15. The library shall not have any responsibility or liability for any claims relating to the loss, damage, or interception of any information, data, work product, or other materials viewed, searched, or stored on the public Internet computers. Patrons wishing to save files they have created must back them up to disks, USB drives, or personal Internet accounts. All files created will be wiped clean when the computers are rebooted.
16. While respecting individual users' right to privacy, the library staff reserves the right to monitor use of computer workstations to ensure compliance with this policy.
17. The library staff may ask users to remove themselves from library equipment if they observe behavior in conflict with this policy. Misuse or abuse of computers or Internet access may result in suspension of library privileges.