

## Computer and Technology Use Policy

### PURPOSE

The Cornelius Public Library Provides a vast array of technology and Internet services to ensure all people are able to access the Internet freely and use software and hardware tools. These technologies supplement the Library's print collection and are available for educational, informational and recreational purposes.

### RULES OF USE

To achieve an atmosphere conducive to the best use of its resources the Library has developed the following guidelines for the use of public computers:

#### Access

- Users must use their own Washington County library account (or guest pass) to access a computer session or check-out library technology devices. User guest passes may be issued sparingly and only to adults 18 and over.
- Users must comply with time limits in order to share this limited resource. Additional time may be granted by staff when no one is waiting to use a computer. Wi-Fi users are not subject to time restrictions.
- Computers are available on a first-come first-serve basis. Reservations are not available. There is a queuing system for the next available computer when all are in use.
- Computers in the main computer area give the user the option of using a software filter or turning it off at the start of the session. Laptops and tablets do not have a filter. Users should be aware that filtering software is not perfect; it can allow some inappropriate content to pass through and can block appropriate sites from view.
- The computer in the children's area is filtered at all times, with no option to turn the filter off. Parents and caregivers are responsible for supervising their children's computer access and are encouraged to learn about the Internet and help their children use it wisely.
- Computers may be used by a maximum of two people when their behavior is not disruptive and they do not impede access by others.
- The Library charges for printing. (Even if a user provides their own paper.) Wi-Fi users are not currently able to access printing directly.
- Laptops, tablets and e-readers may be checked out on a regular<sup>1</sup> account in good standing<sup>2</sup> and at least 90 days old with a separate user agreement signed by an adult 18 or over. If equipment is lost, damaged or missing parts, user will be charged for repair or replacement costs (up to \$1,000).
- Users may not check out more than one laptop, tablet or e-reader at a time. These devices have a fine of \$1.00 per day. They may only be borrowed and returned in person at the service counter.

<sup>1</sup> "Regular Account" is a patron code of general, non-resident paid, or staff ONLY. Patrons with limited accounts such as temp-no address, local or courtesy may not borrow a laptop, tablet or e-reader.

<sup>2</sup> An account in good standing has current address and phone number and fines under \$10.00.

### **Responsibilities**

- Users must be courteous and respectful when using computers and conform to the Rules of Conduct from the Public Behavior in the Library Policy.
- Library staff is only available for limited assistance with software applications, use of the Internet and laptops and tablets.
- Users should be aware that the Internet is not a secure medium. Users entering personal information such as banking or contact information do so at their own risk.
- Users are responsible for saving their personal work on their own flash drives or other external devices. Sessions are logged off and all work (i.e. programs, files, settings) is deleted automatically when the session ends.
- Computer users must use headphones if they wish to listen to audio. The library provides some headphones or users may provide their own.
- Users may not use computers, Wi-Fi, copiers or other library technology for sexually explicit material or illegal activity.
- Users may not delete, damage, vandalize or modify the Library's installed hardware or software.
- Users may not obstruct other people's work by consuming excessive system resources.

### **RIGHTS**

The Library endorses the American Library Association's document "Access to Electronic Information, Services and Networks: an Interpretation of the Library Bill of Rights." <http://www.ala.org/>

### **POLICY VIOLATIONS**

Library staff has the authority to revoke computer privileges of anyone not abiding by the rules above or whose behavior causes a disturbance. Depending on the nature of the abuse, a user may be required to immediately vacate the computer station and be prohibited from using public computers for a designated time. This decision may be appealed to the Director and subsequently to the Library Advisory Board.

Approved by Library Board: 9/23/1999; rev: 4/11/07; 8/13/08; 7/10/14.  
Approved by City Council: 11/1999; rev 5/7/07; 9/15/08; xx/xx/14.