



## **PURPOSE**

The Cornelius Public Library provides a vast array of technology and Internet services to ensure all people are able to freely access the Internet 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 and technology:

### **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 to anyone. They have adult filtered access and shorter time limits.
- Users must comply with time limits. 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. There is a queuing system for the next available computer when all are in use.
- WCCLS libraries use a commercial software filter. Computers in the main area are adult filtered. Computers in the children's area are child filtered. Laptops and tablets have a local 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. Parents 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 and anyone with access to the Internet from their personal device can send print jobs to the library printer via the WCCLS web page or by downloading the PrinterOn app.
- Laptops, tablets, hotspots and e-readers may be checked out on a regular<sup>1</sup> account in good standing<sup>2</sup> that is at least 30 days old. Patrons must be 16 years or older and have signed a separate user agreement. If equipment is lost, damaged, or missing parts, user will be charged for repair or replacement costs (up to \$325).
- Users may not check out more than two electronic devices (laptop, tablet hotspots or e-reader) at a time. They may only be borrowed and returned in person at the Cornelius Library Information Desk.

<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, student, local, or courtesy may not borrow a laptop, tablet hotspot or e-reader.

<sup>2</sup> An account in good standing has current address and phone number and fees under \$20.00.

## Responsibilities

- Users must be courteous and respectful when using computers and conform to the [Public Behavior in the Library Policy](#).
- Library staff is only available for limited assistance with hardware, software applications, and use of the Internet.
- 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 may be prohibited from using public computers for a designated time. Serious violations may warrant expulsion from the library. The penalty may be appealed to the Director and subsequently to the Library Advisory Board.