| POL-LIB-2016-08 | Issue No: 3.0 | February 25, 2016 |
|---|---|---|
| Prepared By:<br>**Bonnie Hobbs** | Page 1 of 3 | Approved By:<br> |
| **USE OF PUBLIC ACCESS COMPUTERS & INTERNET POLICY** | | |

## PURPOSE

Thomas Branigan Memorial Library's mission is to have a positive impact on our diverse community by providing lifelong learning and literacy resources. The purpose of this policy is to define the Library's role as a provider of access as it applies to computer and internet use.

## POLICY

### Information on the Internet

The Library uses a filter on public-use PCs with an internet connection. The Library has no control over the accuracy or quality of the information accessed through the internet and cannot guarantee that information found is accurate, complete or up-to-date. Users should be aware that the internet is not a completely secure medium and that third parties may be able to obtain personal information if users input such information into e-mails or websites. Users are advised to be cautious when sharing personal information online.

The Library is not responsible for the unauthorized acquisition of personal information by third parties for any purpose. Software and other files downloaded from the internet may contain viruses or spyware that may infect other computers.

### Use of Computers

### Filters

Users are advised that the Library has content filters on all public access computers. Patrons can request to have the filter turned off when necessary, if the content being viewed does not violate federal, state or local laws regarding obscenity or pornography.

### Requirements for Computer Use

1. Patrons must have a valid library card to access computers in the public computer lab.
2. Patrons must show their library card and/or a valid picture ID if asked by staff.
3. Children under the age of 18 are not allowed to use the public computers in the computer lab without an adult present.
4. Teens aged 13 and older can use computers in the Young Adult Department without adult supervision. Please note that the filter settings in the Young Adult Department are higher than the computer lab.
5. Guest Passes are available for visitors.
6. Computer sessions are up to 1 hour, if the lab is not busy this may be extended in 30-minute increments, for a maximum of 2 hours a day per patron.
7. Only one person is allowed on a computer at a time. Exceptions may be made by the library staff for patrons needing assistance on the computer or those working on a project together if aisle access is not impeded.
8. If patrons do not log on to assigned computers within the allotted login time, their name will be removed from the waiting list and the computer will be assigned to the next patron on the waiting list.
9. Patrons must log off their session when done.
10. Patrons are responsible for any costs associated with the use of the public computers, such as printing costs.

11. Patrons may save files to their personal flash drive or temporarily to the Library computer. Any information saved on the library computer will automatically be deleted upon termination of session.

**Users shall not**

1. Use the network to make unauthorized entry into other network systems.
2. View material that violates federal, state or local laws, including those regarding accessing, viewing, printing and distributing obscenity or pornography. Staff will call 911 immediately on anyone viewing child pornography.
3. Distribute unsolicited advertising (spam).
4. Use the internet to invade the privacy of others.
5. Move, rearrange, mishandle, damage or attempt to damage Library computer equipment or software or tamper with Library computer settings.
6. Engage in any activity that creates an intimidating or hostile environment.
7. Use the internet for any illegal activity.

**Staff Assistance**

Library staff will assist Library users in getting started with basic computer use, such as logging on and opening applications, as staff time and availability of trained personnel permits. Library staff is not able to offer extensive explanations or training regarding the internet or personal computer use, nor can the Library guarantee that appropriately trained staff will be available to assist users at all times when the Library is open. It is recommended that patrons acquire necessary skills prior to computer use or have someone accompany them who is able to assist them.

| **PEER REVIEW – ISSUE 1.0** | |
|---|---|
| Title: Library Manager<br>Bonnie Hobbs | Title: Library Administrator<br>Renee Payne Frankel |
| Title: Library Manager<br>Catherine Christmann | Title: Library Supervisor<br>Elise Vidal |
| Title: Librarian<br>Lori Batchelor | Title: Library Information Systems Technician<br>Michael Holmberg |
| Title: Library Information Systems Technician<br>Nancy Prince | Title: Library Assistant<br>Denise Espinoza |
| Title: Library Assistant<br>Charlotte Zimmerman | Title: Library Advisory Board, President<br>Ellen Young |
| Title: Library Advisory Board, Vice President<br>Debora Rindge | Title: Library Advisory Board, Secretary<br>Susan Pinkerton |
| Title: Library Advisory Board, Friends Liaison<br>Susan Fletcher | Title: Library Advisory Board, Member<br>Paula Sharon |
| Title: Library Advisory Board, Member<br>Jose Aranda | Title: Library Advisory Board, Member<br>Sue Patterson |

| UPDATES | | | |
|---|---|---|---|
| **ISSUE** | **DATE** | **PAGE** | **DETAILS** |
| 2.0 | March 28, 2019 | 1, 2 | Added information on filters, amended requirements for computer use. |

| PEER REVIEW – ISSUE 2.0 | |
|---|---|
| Title: Library Manager<br>Steven Haydu | Title: Library Administrator<br>Margaret Neill |
| Title: Library Advisory Board, President<br>Jose Aranda | Title: Library Advisory Board, Vice-President<br>Elsie Ramirez |
| Title: Library Advisory Board, Friends Liaison<br>Susan Fletcher | Title: Library Advisory Board, Member<br>Stephen Jones |
| Title: Library Advisory Board, Member<br>Maria Zuniga | |

| UPDATES | | | |
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| **ISSUE** | **DATE** | **PAGE** | **DETAILS** |
| 3.0 | May 23, 2019 | 1, 2 | Amended and added items under Requirements for Computer Use. |

| PEER REVIEW – ISSUE 3.0 | |
|---|---|
| Title: Library Manager<br>Steven Haydu | Title: Library Administrator<br>Margaret Neill |
| Title: Library Supervisor<br>Susan Yirak | Title: Library Advisory Board, President<br>Jose Aranda |
| Title: Library Advisory Board, Vice-President<br>Elsie Ramirez | Title: Library Advisory Board, Secretary<br>Susan Pinkerton |
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