

# **PUBLIC COMPUTER, WIRED AND WIRELESS INTERNET USE**

CSV-2

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## **Policy Statement**

Jensen Memorial Library provides several desktop computer stations along with wireless access points free for public use. Computer and Internet access are considered extensions of the library's commitment to meeting the community's information needs.

## **Definition**

Public computers include desktop stations available for cardholders and visitors.

The Internet (or World Wide Web) is an unregulated global information resource. Wired Internet encompasses access through desktop (wired) computers. Wireless Internet refers to a network transmitted via radio waves, accessible through laptops, tablets, smartphones, and other Wi-Fi-enabled devices.

## **Guidelines**

1. Customers found to be not abiding by this policy and the regulations herein may be denied current and future computer and Internet access at the library and may lose all library privileges if an offense is serious enough to warrant such action. Loss of library privileges and the length of said loss are at the discretion of the Library Director with advisement from the Board.
2. Not all sources on the Internet provide accurate, complete or current information. The Library is not responsible for content and assumes no responsibility for any damages and/or incorrect information arising from the use of information gained through Internet access.
3. Jensen Memorial Library does not monitor information accessed through the Internet and cannot be held responsible for each site's content. Individuals may find some information on the Internet offensive, inaccurate, or inappropriate.
4. Jensen Memorial Library cannot guarantee confidentiality over the Internet. Users submitting personal information (credit card numbers, social security numbers, family information, etc.) do so at their own risk.
5. Jensen Memorial Library is not responsible for work or information lost due to computer or system malfunction.

## **Regulations**

1. Customers wishing to use public computers and Internet or wireless Internet must be a cardholder in good standing *or* sign in as a visitor and provide a picture ID.

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2. Prior to use of any library computers or Internet access (wired or wireless) all users must have a signed User Agreement Form (CSV-Forms Computer and Internet Use Agreement) on file.
3. Users under 14 years of age must be accompanied by a parent or legal guardian at all times while using public computers and accessing wireless Internet. Parents or guardians, not the Library or its staff, are responsible for the Internet information selected and/or accessed by children.
4. Internet access at the library is filtered, so access to some information may be blocked. If a user feels they need access to needed information blocked by the filters, library staff should be consulted. Library staff will evaluate whether to unblock such websites on an as-needed basis.
5. As most materials on the Internet are covered by copyright, it is the responsibility of the computer user to be aware of copyright information in regard to materials accessed via the Internet, and to respect U.S. copyright laws.
6. Internet access may not be used for unauthorized purposes including downloading or sharing of copyrighted materials. Jensen Memorial Library is not responsible for any illegal activities on public library computers.

### **Public Computers and Wired Internet**

In addition to the general regulations stated above, the following apply to public access computers and wired internet:

1. Desktop computers are available on a first-come, first-served basis. Individuals are asked to be respectful of others waiting to use our electronic resources.
2. No more than 2 persons may use a computer station at once.
3. Printing can be done from desktop computers. (Please refer to policy CIR-3 Fines and Fees for current charges.) Printouts are received and paid for at Service Desk. Users are encouraged to use the Print Preview function to avoid printing unwanted pages.
4. Files created or obtained at a public computer station may be downloaded to a USB Flash Drive. USB drives are not provided by the library. All files created on or downloaded to the computer desktop should be deleted prior to the end of a computer session. Files not deleted by the patron will be erased by staff, regardless of content or purpose.
5. Library computers must be used in a responsible manner, respecting the rights and access ability of others. Computer, web browser, or access settings may not be changed by computer users.
6. Several software programs are installed on desktop computers for user convenience. Downloading of any other software programs on library computers is strictly prohibited.

6. Computers must not be used for any fraudulent or unlawful purpose, including any activities prohibited under any applicable federal, state, or local laws.
7. Computer users are liable for any damage done to a computer's hardware or software and for any illegal acts performed while they are using the computer station. This includes, but is not limited to, physical damage and vandalism, tampering with local or remote computer files, and committing illegal acts. Violating these terms will result in loss of computer use privileges and could result in financial liability and/or criminal charges.

### **Wireless Internet Access**

In addition to the general regulations stated above, the following apply to wireless Internet access:

1. Wireless Internet (Wi-Fi) may be accessed by those using their own laptop, tablet, smartphone, or other device equipped with a functioning wireless connection. This service is offered only during regular library operating hours.
2. Those desiring access to Wi-Fi must present their library card at the front desk each time they use the wireless connection.
3. Library staff is able to provide only limited technical assistance. Staff can aid in initial setup connection to the library Wi-Fi and can answer questions about access to the Internet.
4. The library assumes no responsibility for user equipment or software and cannot guarantee the security of personal files or transmissions.