WIRELESS INTERNET AND LAPTOP COMPUTER USE POLICY
Shelby Community Library
Revised and Approved December 10, 2018

Responsibilities of the Library

Adult patrons (17 years of age and older) may access the library's wireless Internet connection via library owned kiosk and laptop computers or personal devices. Access to the Library's Internet connection by patrons using personal devices is regulated similarly to patron use of library owned computers. Patrons who access the Internet using personal devices with connectivity not provided by the library must still abide by all library guidelines.

Library staff cannot be responsible for providing in-depth training on the Internet or other computer functions. However, authorized staff will do their best to introduce the computer users the basics of the Internet or other in-house computer programs and they may be able to answer simple questions. Because of library staff schedules, computer or Internet trained staff may not always be available.

Responsibilities of Computer Users

Library computers and/or the Internet will not be used by anyone for illegal activities or to access illegal materials. Library customers who encounter behavior from others that violates library policy should report it to library staff. Library employees are authorized to take prompt and appropriate actions to enforce the Rules of Conduct (stated below), and/or to prohibit use by persons who fail to comply with this policy as stated or implied herein.

Patrons must exercise caution when using the Internet to avoid unauthorized disclosure, use, and dissemination of personal identification information.

Computer users must perform computer shutdown procedures before returning computer to the computer cart. The library is not responsible for unauthorized access if this procedure is not performed.

Internet users should remember to be good online consumers. As with print information, consider the source, data, and accuracy of online information. Although the Internet provides users with a wide array of excellent information, it also contains information that may be inaccurate, outdated or personally offensive. Use information found on the Internet only after evaluating its quality.

Rules of Conduct
1. The library's kiosk and laptop computers and/or wireless Internet connection will not be used for illegal activities or to access illegal materials.

2. Users will respect copyright laws and licensing agreements.
3. Prompt payment is required when charges for printing (from Internet, word processing document, or any other source) or other fees are incurred. Charges for black ink copies are .15 cents a page and color copies are $1.00 a page.
4. Users must sign up to use the laptops on a next-available basis and are allotted a maximum of 30 minutes when other patrons are waiting for laptops. Users must end their session and return the laptop when asked to do so by authorized library staff, even if they have not completed their session. Longer time may be made available as determined by authorized staff.
5. Reasons for termination of session include, but are not limited to, behavior disturbing library patrons or staff, misuse of computer, damaging library property, illegal activity, etc.
6. Users will respect the privacy of other users and will refrain from attempting to view or read material being used by others.
7. All library policies relating to behavior in the library apply to computer users. Computer users must comply with all applicable city, state, and federal laws. Examples of law which apply include libel, privacy, copyright, trademark, computer fraud, spamming and child pornography. This list of examples is not exhaustive, but is intended to illustrate the kinds of laws which may apply to computer users in the Shelby Community Library.

Wireless Internet Access
Free unfiltered wireless Internet access is available at the Shelby Community Library for adult patrons (17 years of age and older).

The library wireless network is secure. However, information sent to and from your notebook/laptop computer or other wireless device may be captured by others with a wireless device and appropriate software. Library staff will provide the wireless internet password to patrons upon request.

The library assumes no responsibility for the safety of equipment or for notebook/laptop computer or other wireless device configurations, security, or data files resulting from connection to the library wireless access.

Library staff is able to provide technical assistance on a limited basis but no guarantee can be made that you will be able to make a wireless connection.

If you are not sure whether your notebook/laptop computer or other device has this functionality, please check with the manufacturer or supplier of your equipment.

Although attempts have been made to make wireless access as available as possible in our library, you may encounter some "dead" spots, where wireless reception may be limited. If you have trouble accessing the internet or staying online, please move to a different location within the library.

Termination or Prohibition of User Access

If a library employee believes a user has failed to comply with this policy, the computer user may be barred from the current or subsequent sessions for up to two weeks from the date of informing the user that action. After presentation of the user's actions to the Library Board, a patron may be required to pay for repair costs due to actions of vandalism or may be permanently barred from further computer access at the library.

Internet users whose access has been terminated or prohibited may protest the action and/or request that computer access privileges be reinstated using the regular complaint form and procedure in place.

Acceptance
The Shelby Community Library considers use of any computer in its facilities to constitute an acceptance of this policy and all library policies.

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