

Carter Lake Public Library

Computer and Internet Policy

Purpose:

The Carter Lake Public Library provides public access to the Internet, computers, select software programs, and a broad range of digital resources. Use of electronic devices is a privilege, not a right, and may be restricted or revoked for inappropriate conduct or violation of the computer policy.

Public Wifi:

- Public Wifi is available for all patrons free of charge.
- Patrons can use the Wifi for as long as they want as long as they aren't being disruptive by playing loud music or videos.
- The Wifi name and password are displayed throughout the library.

Computer Conduct:

- Library computers are available to use as long as activities do not violate federal, state, or local laws. Illegal activities, such as viewing or downloading child pornography, copyright infringement, hacking, or committing fraud, are strictly prohibited. The library will cooperate with local, state, and federal authorities in the prosecution of crimes committed while accessing the internet or while using a library computer.
- The use of non-library software should not be installed and used on any computer.
- Users should use their own USB to transfer/save files. Patrons may borrow a USB for interlibrary use only. Downloading files to the hard drive is not acceptable. Files will be erased as computers are reset every day.

Procedures:

- When patrons access the Internet or use the computer, they are no longer within the jurisdiction of the Library's collection development policy. Providing internet and computer access does not grant sponsorship or liability for content found online.
- Computers are available on a first-come, first-serve basis. The library will make sure the computers are available in an equitable manner by limiting the time on a computer to 45 minutes. Computer software will keep track of daily computer usage and notify patrons when their time is expiring. Library staff may grant extensions as long as no patrons are waiting to use a computer.
- AWE computers are restricted to children. Parents are responsible for monitoring their child's computer use.
- All computer use is private and confidential. No information regarding patron search histories will be released to anyone, including any agency of local, state, or federal government, without a court order or statutory authority. All requests for such information shall be referred to the Library Director.
- Users may work together at a single computer as long as they do not crowd others or become disruptive.
- Printing is available from computers (not AWE computers) at \$.10/page for black and white and \$.25/page for color. The user is responsible for the cost of the printed pages. Users are encouraged to ask for assistance with printing.
- Users should not play music, videos, or other audio files that disrupt patrons in the library. Headphones are available at the front desk. Library staff may ask patrons to lower the volume or wear headphones. Noncompliance with staff requests may result in restricted or revoked access.
- No food or drink is allowed near the computers.

- Computer users should advise library staff of any equipment problems, inappropriate experiences with other users, or out-of-the-ordinary occurrences.
- Computer stations close 30 minutes prior to the library closing to allow staff to properly clean the area, computers to shut down properly, and patrons to have enough time to gather any printed pages before closing. Computer access may be restricted or revoked when patrons are disruptive, or fail to comply with the behaviors set forth in this policy or the **Patron Code of Conduct**.

Internet & Computer Use Policy
Adopted August 2014
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