

COMPUTER AND INTERNET USE POLICY (Updated January 2018, Reviewed & Approved September 13, 2021)

The Norma Anders Public Library currently provides a number of networked computers for use by patrons in the library. Users should be aware of the following:

- The internet is an unregulated global information resource. The Library cannot guarantee the accuracy and/or authenticity of information discovered through this resource.
- Computers are public computers and may be monitored by the library staff.
- The Library assumes no responsibility for a Library patron's activities on the Internet.
- The Library provides high-speed internet access, but can make no guarantees of uninterrupted service.
- The Library accepts no responsibility for damage to users' computers or other devices, or for the loss of any data that may occur from use to the library's computers or Internet service.
- The Library cannot guarantee confidentiality over the Internet. Patrons entering personal information do so at their own risk.
- Library staff will help with computer/Internet use as able and reasonable.

Unacceptable Use

The Norma Anders Public Library reserves the right to restrict or terminate computer/Internet privileges of any individual not practicing responsible use. Unacceptable use includes, but is not limited to:

- Use of the Internet for purposes other than informational, educational, recreational or for viewing, downloading or sending sexually graphic material.
- Any illegal or unethical use of the Internet including, but not limited to violation of copyright laws, harassment, distribution of unsolicited information, propagation/distribution of viruses, or attempting to make unauthorized entry into other computers.
- Attempting to modify or gain access to restricted files, passwords, or data.
- Downloading to the Library computer hard drive or loading personal software to the Library computer.
- Damaging or destroying equipment, software, or data belonging to the Library. This includes adding, altering, or deleting files or configurations on Library computers or using a virus-infected disk/peripheral device on the Library computers.

Procedures for Computer Use

- Stations are available on a walk-in basis. A thirty-minute time limit may be enforced. No more than two patrons may use a station at one time.
- All users are expected to read the Internet and Computer Use Policy. All users are expected to sign in at the circulation desk before using the computer. As with

other library materials, the library affirms responsibility of parents or guardians to guide their children's use of the internet.

- All computers will be shut down fifteen minutes prior to closing time of the library.

Wireless (Wi-Fi) Access

The Norma Anders Public Library provides free wireless access to anyone with a wireless-capable device. Patrons are responsible for knowing how to configure their own equipment.

Users of this service should be aware of the following:

- The Library's network is open and unsecured. Internet content is unfiltered.
- The Library cannot guarantee security of computer equipment owned by the patron.
- The Library cannot guarantee network availability.
- The Library assumes no responsibility for loss of data or damage to patron property.
- Library conduct rules apply to wireless network users.