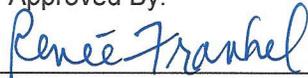


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Use of Public Access Computers and Internet		

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 does not monitor or filter its 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.

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

Children 8 years old and younger

Responsibility for the welfare and behavior of children using public computers rests with the parent/legal guardian or assigned adult chaperone 18 years or older for children 8 years old and younger. Please refer to the Unattended Minors Policy for children 8 years old and younger.

Children 8 to under 18 years old

Parents or legal guardians must provide consent in person, prior to children between the age of 8 and 18 years using the internet. Consent will be recorded on the child's library card record. Children must have their valid library card with recorded parental consent with them in order to use the public computers.

Guest Passes are not issued to anyone under the age of 18.

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. Guest Passes are available for visitors 18 years or older.
4. Patrons may use a computer for an 1 hour session. If the computer lab is not busy the time may be extended at the discretion of staff.
5. 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 as long as aisle access is not impeded.
6. 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.
7. Patrons must log off their session when done.
8. Patrons are responsible for any costs associated with the use of the public computers.

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9. 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.

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UPDATES		
ISSUE	PAGE	DETAILS
1.0		Policy Creation

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