

# CRAWFORD COUNTY LIBRARY

## Policy Manual

### Policy No. 419

#### Subject: Computer Use Policy

*Replaces: Policy 419 IT Resources Acceptable Use*

This Computer Use Policy is designed to provide all members of the public with fair, equitable access to computer services at all locations.

1. **Sign On** – Patrons may sign on to any available computer using their library card. If all computers are busy, patrons may reserve the next available computer at the Computer Sign up Station.
2. **Library Cards** – A current, unexpired library card with less than \$5 in outstanding fees or fines is required to sign up for or use a computer. Library patrons must use their own library card to sign up for or reserve a computer. Patrons using another person's library card (with or without permission) will be suspended. In order to protect the owner's rights, cards that are used by persons other than the owner will be invalidated until the owner is able to show identification.
3. **People without Library Cards** – People without library cards may be issued a temporary log-in pass and use may be limited to 15 minutes, depending on availability.
4. **Time Limits** – The initial time limit may be 30 minutes, depending on availability. If no one is waiting, computer time may be extended. The Library does not guarantee a specific amount of time for computer use.
5. **Specific Use Computers** – Some libraries have computers that are designated for specific purposes such as word processing or children's software. Time limits on these computers vary from location to location.
6. **Filtering** – Some computers, those in children's areas for example, may be designated as always filtered. Other computers may be filtered or not depending on the age of the library cardholder. See **Internet Access Policy**.
7. **Privacy** – The Computer Sign up System tracks the amount of computer time that an individual uses during the day. It does not track the sites that a person visits. All personally identifiable reservation information is removed from the Computer Sign up System at the end of each day.
8. **Closing** – Computers and printers shut down 10 minutes before the library closes.
9. **Library Use** – Library staff may reserve computers for classes, staff training, or special programs.
10. **Headphones** – Personal headphones are permitted but the volume must be kept low so as not to disturb others.

11. **Multiple Users** – Only one person may use a workstation except where parents or caregivers assist their child. Staff members, at their discretion, may approve or disapprove requests for multiple users.
12. **Printing** – The printing charge is 25 cents per black and white page, \$1.25 per color printed page. Patrons are responsible for using print preview to determine the number of pages in the file before printing. Patrons will be charged for all pages printed whether they take them or not. Patrons may not use their own paper.
13. **Saving Files and Documents** – Patrons who wish a permanent record of their work need to save files and documents on their own portable media. Library computers do not allow users to permanently save documents or personal files to the hard drive.
14. **Disclaimer** – Patrons use library computer hardware and software at their own risk. The Library is not responsible for equipment malfunction, loss of data, any damages to the user's disks, data, or electronic transactions of any type. The Library is not responsible for the loss of any portable media.
15. **Staff Assistance** – While staff members are available to assist users with the equipment, staff members do not provide assistance in the use of software.
16. **Illegal and Unacceptable Uses** – Patrons may use library computers only for legal uses. Examples of unacceptable uses include, but are not limited to, the following:
  - Attempting to crash, degrade performance, or gain unauthorized access to computer systems and networks.
  - Damaging equipment, software, or data belonging to the Library or other users.
  - Using the Internet for malicious purposes such as intentionally propagating a virus.
  - Sending unsolicited advertising.
  - Operating an on-going business.
  - Attempting to gain or gaining access to another person's files or authorization codes.
  - Using another person's identification, bar code or pin number, with or without permission.
  - Using, disclosing, or disseminating personal identification information regarding minors without parental permission.
  - Displaying obscene material, child pornography, or sexual content that might be harmful to minors.
  - Harassing other users with messages, prints, or images.
  - Libeling, slandering, or maliciously offending other users.
  - Violating copyright laws or software licensing agreements.
  - Violating federal, state, or local laws, regulations, or ordinances.
17. **Exceptions** – Staff members may make exceptions to this policy for unusual circumstances, with permission from the Library Director or his/her designee.
18. **Obscenity / Child Pornography, and Related Issues** – All of the above shall be defined and governed by reference to applicable local, state, and federal statutes, regulations, ordinances, and case law, as amended.

19. **Compliance** – Failure to comply with this policy or with library staff directions may result in restriction or termination of the user's library privileges and may result in prosecution under local, state, or federal laws. Any person denied access to the Library or its services may appeal the denial to the Library Director. If the appeal is not resolved by the Director, it may be submitted in writing to the Library Board. The Library Board will provide the person with an opportunity to be heard before deciding the appeal. The Crawford County Library will make a decision on the appeal within 90 days of submission.

**ADOPTED:** July 8, 2010

**REVIEWED:** May 13, 2010, July 8, 2010, December 12, 2013

**AMENDED:** July 8, 2010