

## **Harlan Community Library**

### **Computer Use Policy**

*(Updated 2/12/2018)*

*The Harlan Community Library provides public access to the internet to fulfill its mission to make available full and equal access to all types of information and to promote the love of reading and the joy of learning to all members of the community.*

The Library supports the right to privacy and confidentiality of its patrons and maintains no records of what the patron views. The content of the internet is not filtered; therefore patrons may encounter materials they consider offensive. The Harlan Community Library's Board of Trustees and employees assume no responsibility for damages of any type arising from the use of the computer workstations.

#### Internet Access

Illegal use of the internet is prohibited. It is illegal to use the library's computers to access, view, print, distribute, display, send or receive images or graphics of material that violates laws. Misuse of the computers will result in a loss of privileges. Viewing material that is materially offensive to those that can view the computer screen will also result in a loss of privileges.

All patrons accessing internet content or services share a single internet connection through the library. Therefore, excessive or inappropriate use of that connection is prohibited and grounds for suspension of internet privileges. Excessive use includes but is not limited to: excessive email generation (spam), peer-to-peer networking downloads, and media or software piracy.

#### Altering Computers

All patrons using the computers provided by the library are using a communal resource that must be maintained for the entire community. Therefore, altering a computer in any way including but not limited to installation/removal of software, installation/removal of programs, and/or installation/removal of devices must be cleared by the library director before any changes may be made. Failure to do so is grounds for suspension of library computer privileges.

Patrons are discouraged from saving documents to library computers. If patrons need to save documents, they are encouraged to use an external storage device such as a USB. USB devices are available to purchase for \$5.00. If patrons do choose to save documents to library computers, they are encouraged to delete the documents before logging off of the computer.

## Audio

Audio materials may be accessed as long as the patron is using headphones to contain the sound, and the volume is low enough to be inaudible to close bystanders. Headphones are available at the circulation desk for patron use while in the library.

## Usage Time Limits

- Young Children's Computers

The computers located in the children's section of the library are specifically for young children. There is no specified time limits, however, if other children are waiting, the library staff may limit time usage.

- Patron Computers

The library has computers available for children and adults. Children are asked to use the computers located north of the circulation desk. These computers are equipped with the internet, Microsoft office and printing capabilities.

To use the patron computers, patrons will need to receive a pin # from the staff at the circulation desk. The pin # will allow the patron to log onto the computer for 60 minutes. At the end of the 60 minutes, the computer will log the patron off automatically. All information and settings will be lost unless the patron has saved his/her information. Patrons may receive another pin # from the staff at the circulation desk unless there are other patrons waiting to use the computer.

Patrons working on projects may receive "unlimited" time access to the computer by notifying the staff at the circulation desk before logging on to a computer. Projects are not defined as playing games, "surfing the internet", online chatting, etc. Circulation staff have the right to determine if a patron will receive "unlimited" time access.

## Printing

Printing services are available for a charge. Please see circulation policy for fee schedule.