



## Computer Use Policy

*Updated February 9, 2026*

### **PURPOSE:**

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.

### **SCOPE:**

The provisions set forth in the Library's Computer Use Policy pertain to anyone who uses our public access computers.

### **POLICY:**

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.

The Library affirms that users have a right to express, receive, create, or participate in constitutionally protected speech. Their access to digital resources and services cannot be blocked for exercising this right. If access is limited for other reasons, users must receive due process. This includes formal notice and an option to appeal. These rights extend to minors as well as adults. [Source:

<https://www.ala.org/advocacy/intfreedom/librarybill/interpretations/digital>]

- To access public library computers, patrons may use their membership number or a guest pass available at the circulation desk. This will allow the patron to log onto the computer for 120 minutes. At the end of the 120 minutes, the computer will log the patron off automatically. All information and settings will be lost unless the patron has saved their information to an external drive. Patrons may log in again or receive another guest pass unless there are other patrons waiting to use the computer.

- Headphones are available at the circulation desk for patron use while in the library.
- Printing services are available for a fee.
- To preserve their right to privacy, 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.
- Misuse of the computers or any Library policy may result in suspension or loss of computer access.
- Illegal use of the internet is prohibited. Each user is responsible for complying with applicable laws. Illegal use of the internet may result in suspension or loss of computer access.
- Computers may not be altered in any way without permission of the Library Director. Altering a computer without permission may result in suspension or loss of computer access.
- Any suspensions or bans from computer access may be appealed to the Library Board of Trustees.