

**Schreiner Memorial Library  
Board of Trustees  
Computer Use Policy**

Philosophy

Schreiner Memorial Library, in response to advances in technology and the changing needs of the community, provides access to computer resources including computer equipment, databases, a variety of software and the internet. Except for charges for printouts and disks, computer use is free. Computer users are required to use these resources according to all local, State and Federal laws and in compliance with this policy.

Computer users should not expect privacy while using library computers. The open nature of the facility exposes all patrons to computer screens. In addition, the library reserves the right to monitor computer usage by physical or electronic means in case of suspected violations of this policy.

Eligible Users

1. Adults who have a library card and who sign a "Computer Use Agreement" form. Library staff may allow substitution of another form of identification at its discretion.
2. Young adults between the ages of 13 and 18 who have a library card and whose parent or guardian signs a "Computer Use Agreement" form.
3. Children under 13 who are supervised by a parent while on the computer.
4. Visitors to the community may use computers by registering with a library card from their home community or a driver's license or other form of identification.
5. Public access computers in the children's area which are not connected to the internet may be used by children with a library card (obtainable following the second grade) without supervision. Children too young to obtain a library card must be supervised by a parent or other adult.
6. Except for public access computers in the children's area, all computer users must sign in and leave their library card or other form of identification at the circulation desk.

Time Limits

Public access computers are available during regular library hours, on a first-come, first-served basis. Those using the computer will have a minimum use time of one hour. After one hour, use may continue, but, if anyone else is waiting, the user will make the computer available within 5 minutes of being informed by library staff that another person is waiting. Because of the high demand and limited number of computers, customers are limited to one session per day. Exceptions may be made by the library staff for persons doing extensive research.

### Copy Charges

1. Black & White         \$0.10
2. Color                    \$0.20

### Computer Use – General Policies and Prohibitions

1. Users may not load or download software on library computers.
2. Users may not store files on the hard drive of library computers.
3. Users' disks must be scanned for viruses before being used.
4. Disks may be purchased from the library at the following prices:
  - a. Floppy disk     \$0.50
  - b. CD-RW         \$1.50
5. The library is not responsible for damages to equipment or data on a user's personal computer from the use of data downloaded from a library computer.
6. Earphones must be used for sound.
7. Playing games is allowed as long as other users are not disturbed.
8. Users are prohibited from attempting to circumvent computer security.

### Internet Use – General Guidelines

1. The library does not endorse or verify the accuracy of any information obtained through the internet.
2. The use of chat rooms, while not prohibited, is discouraged, especially for persons under age 18.
3. Parents who sign permission for their young adult to use library computer resources must recognize that library staff cannot monitor his/her use of the internet.
4. Because of the variety of internet resources, library staff can provide only limited instruction and assistance.

### Internet Use – Prohibited Acts

1. Display of text or graphics which may be reasonably construed by other patrons or staff as unwanted exposure to sexual content and, thus, constitute harassment.
2. Downloading files to the computer's hard drive.
3. Changing the internet home page or other setting.
4. Seeking unauthorized access to any computer system.
5. Misrepresenting oneself as another user or seeking access to another user's data.
6. Damaging or altering software components of any network or database.
7. Incurring any cost for the library through internet use.
8. Violating copyright laws.
9. Using the internet for purposes that are illegal under any local, state or Federal law.

### Consequences of Prohibited Behavior

1. Depending on the nature and severity of the offence, users may lose computer privileges or all library privileges at the discretion of the Library Director. The Director's decision may be appealed to the Library Board, but privileges will remain suspended until the Board hears the appeal.
2. Users will be charged the cost of repair in the case of damage to a library computer's hardware or software.

### Administration of This Policy

The Library Director is responsible for the administration and interpretation of this policy.

### Adoption

This policy has been adopted by action of the Library Board of Trustees on the 10<sup>th</sup> day of March, 2004 and revised on the 13<sup>th</sup> day of April, 2005.

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Tracy Fillback, Board President