

## **1.1 *Public Access Computers***

### **1.1.1 Use of Computers**

- a. Patrons must have a library card in good standing, outstanding fines must be \$2.00 or less, and must sign up to use a computer. Anyone using a computer for the first time must read the policy and sign that they have done so. Their library record will then be marked.
- b. Computers are available from opening until 15 minutes before closing. As availability permits Patrons may sign up for three (3) one-hour blocks of time per week, at the library or by phone. If no one is waiting, the patron may continue to use the computer until a scheduled patron arrives. The schedule at the Circulation Desk determines the use of time.
- c. Only the software packages provided by the Library are available for public use. No other software may be used, copied or installed.
- d. Only one (1) copy of a document may be printed directly from the computer. Black and white copies are \$.10/copy and color copies are \$.50/copy. Multiple copies must be generated at the copier.
- e. The computers may not be available during adverse weather conditions.
- f. The Library and staff are not responsible for data loss.
- g. Any data left on a computer's hard drive will be deleted. Patrons must use their own disks when saving information.
- h. Blank CD-Rs are available for seventy-five cents (\$.75) and blank CD-RWs are available for one dollar and fifty cents (\$1.50).
- i. The Library makes no guarantees, either expressed or implied, with respect to the computers or programs, as to their quality, performance or fitness for any particular purpose.
- j. Any abuse or misuse of computer hardware or software may result in suspension of use privileges. Fees will be charged when necessary.
- k. Use of computer workstations will be suspended for those patrons whose borrowing privileges have been suspended and who have not responded in a responsible manner.

## **1.2 Internet Access**

### **1.2.1 Access to Information**

- a. Not all sources provide complete, accurate or current information. The Library has no control over, and will not be accountable for, information and graphics accessed through the Internet. Patrons access the Internet at their own risk. Patrons are encouraged to evaluate information carefully and check additional sources where appropriate.
- b. Web based e-mail accounts through a commercial provider or educational institution may be accessed. The individual accessing the account is responsible for knowing how to access the account from Library workstations. The Library is not responsible for lost or accessed e-mail.
- c. As required by the Code of Virginia 42.1-36.1, the Library has implemented software filtering on all its public Internet-accessible computer terminals. The Library cannot and does not guarantee that the filtering software will block all access to obscenity as defined in the Code of Virginia 18.2-372, child pornography as defined in 18.2-374.1:1, or material deemed harmful to juveniles as defined in 18.2-390. Nor can the Library guarantee that the filtering software will not restrict access to sites that may have legitimate research or other value. In order to address the over-blocking problem, patrons 18 or over may request staff members designated by the Director to disable or otherwise bypass the filter to enable access for bona fide research or other lawful purposes.

### **1.2.2 Usage**

- a. Patrons must have a library card in good standing and must sign up to use the Internet. Anyone using the Internet for the first time must read the policy and sign that they have done so. Their library record will be marked.
- b. Internet access is available from opening until 15 minutes before closing. Internet use time is limited to 30 minutes unless no one is waiting. As availability permits, patrons requiring an extended session may sign up for three one-hour blocks of time per week at the Library or by phone. The schedule at the Circulation Desk determines the use of time.
- c. To cut down on noise and crowding, no more than three (3) people at a time may cluster around an Internet workstation. The Library reserves the right to limit that number when necessary. The Library staff may make

exceptions for special occasions.

- d. Use of an Internet workstation will be suspended for those patrons whose borrowing privileges have been suspended and who have not responded in a responsible manner.
- e. Library staff or volunteers may provide limited assistance with an Internet computer as time allows.
- f. Patrons must provide their own disks to download files from the Internet. The Library is not responsible for the disks or for the correct downloading of files. Downloading of files must be accomplished during the patron's scheduled time slot.
- g. Printing of documents is allowed, provided it can be accomplished during the patron's scheduled time slot. There is a ten cent (\$ .10) per copy charge for copies, payable at the Circulation Desk.

### **1.2.3 Prohibited Uses**

The following are prohibited uses of an Internet computer:

- using the Library's Internet computer for illegal or illicit purposes
- infringement of copyright
- hacking
- any other activity that results in the destruction or failure of Library computers
- pornography
- gambling
- criminal/illegal/unlawful activity

### **1.2.4 Patron Responsibility**

- a. Parents/legal guardians are solely responsible for monitoring their minor children's access to the Internet. Only the parent or guardian of a child may restrict that child from visiting Internet sites. Parents and guardians are encouraged to supervise their children's Internet sessions.
- b. Persons under the age of 18 may use the Internet only with written consent from a parent or legal guardian. Children under the age of 10 must be accompanied by a responsible adult when using the Internet.

- c.** Failure to follow Library Internet policies, guidelines or procedures can result in loss of the user's access privileges. Illegal or disruptive behavior will result in immediate termination of access and may necessarily involve intervention by law enforcement authorities. The Library reserves the right to terminate any Internet search session. Users who fail to follow the policies may indefinitely lose their access privileges, particularly in the case of repeat offenders.