

### **Computer and Internet Use Policy:**

Lake County Public Library (LCPL) offers to the public free use of computers with limited software programs and Internet access. LCPL provides free wireless Internet access for users with their own e-devices. We expect all patrons to be both law abiding and civil, and to abide by the Library's Computer and Internet Use Policy.

The Library is not responsible for any damage caused to a patron's computer equipment or property through contact with the Library's Internet stations, computers, electronic resources, or electrical connections.

#### I. Public Computer Use

- A. Sign in at Main Desk before using any public computer.
- B. Patrons may use a computer for 1-hour or 1-sitting of less than an hour; longer time is allowed if no one is waiting to use a computer for a first turn. Patrons may not split 60-minutes throughout the day.
- C. No reservations may be made.
- D. Notify staff at Main Desk to change computers before your time is up.
- E. Children age 10 and under may not use a computer without close adult supervision; proof of age is required from all children.
- F. Patron must have basic computer knowledge before using any public computers.
- G. Printed copies cost \$.20 each for black only material and \$.50 for color materials.
- H. Patrons may not group around one machine when it crowds other stations.
- I. It is not acceptable to violate the legal protection provided by copyright and licenses to programs or data.
- J. Users should save their work to a USB or computer desktop to email or upload to their cloud storage account. Anything saved to the computer must be deleted by the user. Staff will delete everything saved to library computers on a daily basis.
- K. Loss of computer privileges will result from misuse of a computer.

#### II. Public Computer Waiting List

- A. Sign in at the Main Desk with first & last name.
- B. Patrons who remain in the building will be called in order from the Waiting List.
- C. After 1-hour (or 1-sitting of less than an hour), patrons may not go on the Waiting List for the same day.
- D. If a computer is open, patrons may have a second turn on condition he/she will need to get off if someone else needs a first turn.

#### III. Internet Use

LCPL's computer network allows access to resources beyond the collection of materials owned by LCPL, consistent with its mission to provide educational and informational resources. With the privilege to access network resources comes the responsibility to use them in a reasonable and ethical way.

In accordance with State and Federal laws, all Internet access is filtered to screen out obscene and sexually explicit websites. No filtering system is infallible and LCPL does not assume

responsibility for the accuracy of its Internet filters. Parents have the right and responsibility to monitor their children's use of library computers and the Internet to ensure their safety.

- A. Use computers only for lawful purposes.
- B. Refrain from viewing pornographic visual materials or content that by contemporary community standards would be considered obscene.
- C. Users shall not represent themselves as another user unless explicitly authorized to do so by that user.
- D. It is not acceptable to use library resources to seek to infiltrate the computer or computing system and or damage or alter the software or hardware components of a local or remote computer or computing system.
- E. It is not acceptable to seek information on or obtain copies of or modify files, other data, or passwords that belong to other users including staff.
- F. Hacking and attempts to bypass the library's e-resources menus or library proxy servers is not acceptable.
- G. Users may not extend or modify the network in any way. This includes adding access points and installing bridges, switches, hubs, or repeaters. LCPL reserves the right to remove or disable any unauthorized access points.
- H. Request for Reconsideration of Access to a Website forms are available upon request.

#### IV. Wireless Internet Use

LCPL provides open wireless Internet access. The library does not provide technical support for wireless users.

Please be aware that the wireless network is not secure. Like many public wireless hotspots, information is not encrypted and is subject to electronic eavesdropping by others. Wireless users are responsible for providing the security of their own equipment and electronic communications.

- A. Printing is not available through wireless access.
- B. Wireless users agree to comply with the library's Computers and Internet Use Policy.
- C. Any attempt to break into or gain unauthorized access to any computers or systems from a wireless connection is prohibited.
- D. The library does not supply or loan network cards or cables.
- E. Any effort to circumvent the security systems designed to prevent unauthorized access to the library's wireless network may result in suspension of all access.
- F. The library cannot guarantee that any given device will connect or guarantee any specific level of bandwidth, or general Internet site availability at any time.
- G. The library exercises no control over and will not be held responsible for user-supplied equipment or Internet content that users choose to access or create using their own equipment.

#### V. Policy Violations

- A. Library staff will instruct patrons to cease behavior that violates this policy, explaining what the violation is, what behavior needs to be corrected, and the consequences of not correcting the behavior; this includes immediate loss of library computer privileges, wireless access privileges, and/or loss of library privileges.

- B. The Library Director will determine how long any suspension will last. If the suspended patron refuses to agree to abide by the policy restrictions, such suspension may be indefinite.
- D. The Leadville Police Department will be contacted to handle any interactions where patron behavior is deemed abusive, illegal, or threatening.