



## Computer & Internet Use Policy

Samuels Public Library provides computers and internet service in support of the Library's mission. The Library has set the following policy for public use of Library computers and internet to ensure fair and equal access for all.

### Public Computer Access

- Public computer workstations are available on a first-come, first-served basis.
- Library cardholders may access public computers with their Library card. Use of another person's Library card to access public computers is not allowed.
- Visitors who do not qualify for a Library card may obtain a Guest Pass at the Adult Reference Desk.
- Patrons under the age of 18 must have a legal guardian's signed permission to access computer workstations.
- Computer workstations located in the children's and teen area may only be used by minors and their accompanying caregivers.
- Library patrons and guest users are entitled to two (2) work sessions per day. Each session is limited to two (2) hours. At the end of the first session, the session time may be extended unless others are waiting.
- Headphones are required whenever audio functions are in use. Headphones may be purchased from the Library at a low cost or users may provide their own headphones.
- Users may connect their own devices to Library equipment for the purpose of saving and downloading files, but may not install any software or upload any files to Library equipment.

### Internet Access

- Public computer workstations are enabled with internet access.
- Free, public wireless internet is available throughout the Library. Users must agree to the Computer & Internet Use Policy in order to connect their device to the wireless network.
- The Library filters in-house public Internet access in compliance with Virginia Code § 42.1-36.1. Filtering software products may not protect users from materials which some may find offensive or inappropriate. Library procedures prohibit access by minors, as defined by Virginia Code § 42.1-36.1, to materials that may be considered harmful to minors.
- Patrons may request to unblock a filtered website for legitimate research purposes. Filtered websites will not be unblocked on computer workstations in the children's or teen areas for any reason.

### **Printing & Copying Services**

- Patrons may print from computer workstations and eligible mobile devices.
- Black and white copies are 20¢ per page; color copies are 50¢ per page.

### **Laptops & Mobile Hotspots**

- Laptops & mobile hotspots are available to check out at the Circulation Desk.
- Patrons must have a Library card in good standing, be over the age of 18, and be a Warren County resident to check out a ~~kit~~-Laptop or mobile hotspot
- Laptops & mobile hotspots are limited to one (1) each per household.
- Laptops & mobile hotspots may be placed on hold and must be picked up within 24 hours of notification.
- Laptops & mobile hotspots are not renewable.
- Patrons must follow the Computer & Internet Use Policy.

### **Unacceptable Use**

Library computer and internet resources may only be used for legal purposes. Examples of unacceptable use include, but are not limited to:

- Violating any federal, state, or local law – including copyright infringement and sending or displaying material deemed to be obscene or pornographic.
- Interfering with or disrupting other computer users.
- Tampering with, damaging, or destructing Library equipment or services.
- Attempting to gain or gaining unauthorized entry to other computing, information, communication sources, or devices.
- Obstructing access by consuming excessive amounts of system resources (memory space, CPU time, network resources, or purposely crashing Library equipment).
- Disclosing personal information of any individual without consent.
- Accessing or attempting to access another individual's email or other protected files.
- Any and all matters that the Library, in its sole discretion and in consideration of the best interests of the public, determines to be an unacceptable purpose or activity that results in the misuse, destruction, or failure of Library equipment or network.

Library staff reserves the right to monitor the use of computer access to Internet resources to comply with this policy. Staff may ask users to remove themselves from Library equipment if they observe any behavior in violation of this policy. Any staff member who observes any violation of the Computer & Internet Use Policy will take immediate action to enforce compliance.

**Failure to follow the Computer & Internet Use Policy can result in a loss of computer or Library privileges. Illegal or disruptive behaviors will result in immediate termination of access and may involve law enforcement. The Library reserves the right to terminate any computer session. Users who violate this policy may lose computer and/or Library privileges for varied lengths of time. The Library Director will determine the appropriate consequence for each violation.**

**Disclaimers:**

- Caregivers are responsible for monitoring Internet use by minors in their charge.
- The Library is not responsible for damage or loss of data from power interruption, computer viruses, hard disk failure, faulty software, or any other reason.
- The use of Library computer equipment or networks and entering of personal information or data is at the patron's own risk.
- The Library is not responsible for the breach of any user's privacy or personal information through use of the Library's computer equipment or network access.
- Patrons should not assume confidentiality when using Library computers or wireless internet. When required by law, the Library must disclose all information regarding computer and internet use to law enforcement.
- By using the Library computers or its public access network, the patron agrees to defend, indemnify and hold Samuels Public Library, its Board of Trustees, information providers, operators, other users of the system and any institutions with which they are affiliated, harmless from and against any claims, damages, losses, liabilities, costs and expenses, including reasonable attorney's fees, resulting, directly or indirectly from their use of the system.