

## V. Computer and Internet Use Policy

(Unless noted, the use of the word "Library" refers to all four locations of the Autauga-Prattville Public Libraries.)

The Autauga-Prattville Public Library provides access to computers and Internet in accordance with our mission to meet the informational, educational and recreational needs of our patrons. The Internet is a vast, unregulated information resource. To continue to meet the needs of members of our community in an age when access to ever-increasing amounts of information changes constantly, this policy is presented to offer and regulate the use of electronic information networks at the library.

The Autauga-Prattville Public Library uses the Internet for a variety of purposes:

- Access to shared automation systems that provide bibliographic access to the collections of our libraries.
- Access to general and specialized shared licenses databases such as those provided through the Alabama Virtual Library
- Access to information resources available via the Internet.

### Computer Use and Minors

- It is the policy of the library that parents or guardians are ultimately responsible for a minor's use of the Internet in the Library. Furthermore, the library staff is not responsible for supervising minors while they are using the computers. Patrons use the Internet at their own discretion. There is no expectation of privacy on public access computers. The library reserves the right to regulate use of public computers to allow users with school assignments and research projects to have first priority over recreational use such as game playing, surfing and social networking and commercial applications. User understands that minors (under age 17) must have the signed consent of a parent or guardian. **Parents or guardians understand that library computers allow access to Face book and other social networking websites. Minors age 10 and under must be accompanied by an adult.**

### Responsibility of Users

Internet users at the Library are expected to use the Internet as an education/information resource. Because anyone can publish on the Internet, the Library has no control over nor is it

responsible for the content of the information available on the Internet. Users are encouraged to use critical judgment when evaluating the information they find on the Internet.

The Library cannot assure privacy or system security and is not responsible for damages, indirect or direct, arising from a library patron's use of electronic network resources. Patrons are urged to respect the sensibilities of others when accessing information that may reasonably be offensive to others. Patrons are warned that they may be prosecuted for utilizing computers and information in any way that violates federal, state or local laws.

Users of library public computers must agree to the following rules before using public computers:

- User understands that he or she has no expectation of privacy. Computers are monitored by the library staff.
- User agrees to not damage library hardware, software and all equipment that are property of the library nor use computers for illegal purposes such as copyright violation; disruption or damage to library computers, networks or other users.
- User understands that there is a charge for making copies. User agrees to pay for all copies made at \$.20 a page for black & white copies and \$1.00 a page for color.
- User understands that minors (under age 17) must have the signed consent of a parent or guardian. **Parents or guardians understand that library computers allow access to Face book and other social networking websites. Minors age 10 and under must be accompanied by an adult.**
- User understands that small children cannot be allowed to play on computers or handle library equipment.
- User understands that use of computers is available on a first come, first served basis. However, to ensure free access for all, the Library staff reserves the right to set a time limit of 1 hour on computer use sessions. During high-use periods, the use of library computers to access research materials, complete school assignment and job searching to include online application submission and creating resumes is a top priority.
- User understands that computer time is managed by special software which will shut down the computer at the end of the 1-hour time limit.
- User understands that nothing can be saved to the computer's hard drive or desktop. User is responsible for bringing a USB flash/travel drive for saving information.

- User understands that failure to abide by the library rules will result in a written warning and if behavior continues, ultimately loss of computer privileges.
- User understands that computers will automatically shut down at 15 minutes before closing time.
- **User agrees to abide by copyright laws:** U.S. Copyright law (Title 17, U.S.C.) Prohibits the unauthorized reproduction or distribution of copyrighted materials, except as permitted by principles of fair use. Users may not copy or distribute electronic materials (including electronic mail, text, images, programs or data) without the explicit permission of the copyright holder. Any responsibility for any consequences of copyright infringement lies with the users; the Autauga-Prattville libraries expressly disclaim any liability or responsibility resulting from such use.

### Wireless Access

The Autauga-Prattville Public Library provides an unfiltered/unsecured wireless access network for users with wireless electronic devices. This service is not to be used as a permanent connection. Wireless access is less secure than wired access. Signal strength may vary in the building and there is no printing capability.

By choosing to use this free wireless access, users agree to abide by this policy that prohibits abusive or illegal activity while using the access.

The library cannot guarantee that your hardware will work with the library's wireless access network. If a user experiences problems connecting to a wireless access point, staff will verify that the library's wireless network is operational, but staff are not trained to configure or troubleshoot all wireless devices. Please refer to your owner's manual or other support.

The library's wireless access network provides no security between access points and our device; therefore someone in the library or outside can potentially capture information sent to or from your device. That includes passwords, credit card information, personal information, etc. Users are also urged to have up-to-date virus protection on their wireless devices.

Use of the library's wireless network is entirely at the risk of the user. The library assumes no responsibility for the safety of equipment or data files.

*Reviewed and approved by Board of Trustees, May 24, 2011*