

Community Library of the Shenango Valley

Computer Policy

The Community Library of the Shenango Valley is a patron focused resource center, enhancing the lives of people of all ages and backgrounds by providing outstanding materials, programs and technology in a safe inviting environment. It is within this context that the Library offers public computers with Internet access and selected applications and databases.

General Usage

- ❖ All computer users must first sign in at the Circulation Desk.
- ❖ Patrons must present a valid library card or pay a \$3.00 temporary access fee each session in order to use the Internet.
- ❖ One session per day
- ❖ Patrons are guaranteed at least 1 hour. Patrons may stay on the computer longer if no one is waiting.
- ❖ If you need to take a test, complete an application, or use word processing, please tell us so we may work out other arrangements.
- ❖ The Library cannot guarantee that users will have enough time to complete online tasks.
- ❖ Public computers will be shut down 15 minutes prior to the Library closing.
- ❖ Patrons may download to a floppy disk, but not to the hard drive. Disks may be purchased at the Circulation desk for \$1.00.
- ❖ Patrons may print from public computers for a donation of 25 cents per page. No color printing is available.

Age requirements

- ❖ Children under 18 years of age must have a parent or legal guardian sign their Internet Permission Form and are not allowed to use temporary access cards.
- ❖ Permission Forms must be completed at the Circulation Desk in the Library.
- ❖ Children under the age of 12 must have a parent or legal guardian sit with them at the computer.

Behavior and conduct

- ❖ Patrons must use their own library card to access the public computers; use of another patron's library card in order to gain access to Library computers is considered to be a form of identity theft and will result in both the computer user and the cardholder being banned from all computer access.
- ❖ Observe copyright laws, including those related to computer software.
- ❖ Respect the rights and privacy of others.
- ❖ Recognize that electronic transactions are not secure.
- ❖ Play music or sounds with the use of headphones so as to not disturb others.
- ❖ Do not attempt to retrieve, view, or disseminate any obscene, offensive, or illegal materials.
- ❖ Do not threaten, abuse, or harass any other user.
- ❖ Do not create or run any program with the intention of accessing or bypassing computer security systems.
- ❖ Do not tamper with any computer or attach any unauthorized device to the computer equipment.
- ❖ Do not alter the desktop or computer hardware or software in any manner. (This includes making shortcuts or automatic start-up of programs.)
- ❖ Do not install any programs without permission of the Library staff.
- ❖ Do not use the computer in a way that violates local, state, or federal law.

Browsing Limits and Filtering

- ❖ The Children's Internet Protection Act (CIPA) is a federal law that requires all computers in a public library to be filtered if that library accepts any federal funds for computers used for Internet access.
- ❖ In compliance with this law, the Library has filters installed on all Internet access computers.
- ❖ Please be aware that filters are unreliable, and may block sites of legitimate informational or educational value, or allow access to sites that are illegal, obscene or sexually explicit.
- ❖ Several computers are available for adults (18 or older) who request that the filter be disabled. However, if the designated computers are not available, patrons will need to be placed on a waiting list or use a computer with the filter enabled.
- ❖ Library catalog stations are limited to the online-catalog and related online and electronic resources and may not be used to access the general Internet.
- ❖ Library staff cannot monitor and control information on the Internet and therefore cannot be held responsible for what is obtained through the Internet, or any consequences arising from such use.
- ❖

E-mail

- ❖ The Library does not provide email services to patrons.
- ❖ Use of public computers for sending unsolicited email ("spam") is prohibited.

Help and Technical Support

- ❖ Library staff may not be available to provide in-depth Internet or personal computer training; however, they will attempt to provide other resources for assistance.
- ❖ Library staff have the right to decline helping patrons when the request relates to passwords, personal information, or other instances which make the staff uncomfortable.

Compliance with the Library Policy and Guidelines

- ❖ Violation of the Library's Policy will result in suspension or loss of the privilege to use the public computers.
- ❖ Illegal use of Library computers may also be subject to prosecution by local, state, or federal authorities, and will be reported by the Library to the appropriate authorities.
- ❖ The Library fully cooperates with legal investigations regarding computer use.
- ❖ The Library reserves the right to take appropriate action to ensure compliance with this policy.