

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.
- ❖ Computers are available **AS IS** – there is no guarantee that they contain all of the programs that patrons may wish to access.
- ❖ Patrons must present a valid library card or pay a \$3.00 temporary access fee each session in order to use the Internet.
- ❖ Patrons may not use the computer if they have a fine of \$5.00 or more.
- ❖ Public access computers will log off after one hour of use. If no one is waiting, you may log in for additional time. 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 flash drive, but not to the hard drive.
- ❖ Flash drives are available for purchase at the front desk for \$5.00 each.
- ❖ Patrons may print from public computers for a cost of \$0.25 per page. If printing double-sided, the cost is \$0.25 per side.

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.
- ❖ Patrons may not attempt to retrieve, view, or disseminate any obscene, offensive, or illegal materials.
- ❖ Patrons may not threaten, abuse, or harass any other user.
- ❖ Patrons may not create or run any program with the intention of accessing or bypassing computer security systems.
- ❖ Patrons may not tamper with any computer or attach any unauthorized device to the computer equipment.
- ❖ Patrons may not alter the desktop or computer hardware or software in any manner. (This includes making shortcuts or automatic start-up of programs.)
- ❖ Patrons may not install any programs without permission of the Library staff.

- ❖ Patrons may 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.
- ❖ **Online Public Access Computers (OPACs)** are available for searching the library's collection, and may not be used to access the 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 Computer 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.