

## Black Watch Memorial Library Computer/Internet Use Policy

Access to the Internet and its resources from the library is provided equally to all users. The user's access to the library's computer network, wireless and internet is a privilege. The Library assumes no responsibility for any damages, direct or indirect, arising from the use of the public access computers.

All users are expected to use library resources, including the Internet, in a responsible and courteous manner. Computer users must abide by the Library's general rules and regulations, as well as our computer/internet policy. The Library reserves the right to terminate a computer session at any time. Staff is authorized to take immediate action to protect the security of computers and the network and ensure the fair and reasonable use of Internet resources. Violations may result in the loss of Internet use and/or library privileges. Illegal activities will be subject to prosecution by the appropriate law enforcement authorities.

1. Please sign it at the circulation desk. Computers are available during regular library hours and will be turned off fifteen (15) minutes before closing.
2. Patrons are limited to 30 minute sessions. Computer use is limited to a maximum of one (1) hour per day, in two half-hour sessions. Sessions may be extended at the discretion of the Library staff.
3. Due to space limitations, no more than one (1) patron may use the computer at one time. Exceptions will be made in the case that a user needs computer assistance from another individual and as long as their behavior and conversation does not disturb other users or Library staff and they do not physically block or impede access within the Library.
4. The computer area is a quiet area. Cell phones may not be used. Headphones are provided for users. Food and beverage are prohibited in the computer area.
5. We do not allow users to save documents or personal files to the hard drive. Use of portable hard drives (flash drives) is permitted. The Library is not responsible for damages to a user's disc, USB flash drive, other devices or computer or any loss of data.
6. Black and white printing is available for twenty five (25) cents per page. You must pay for each copy made. Please make sure you want material before clicking the print icon. You may retrieve and pay for your printouts at the circulation desk. You are not allowed to bring your own paper, labels or envelopes for use in Library printer.
7. The Staff is glad to provide research assistance. For all other applications, patrons are expected to use the computer independently. Staff can provide general help (i.e. printing), but will no longer be available to answer technical questions unrelated to library research or the Library's website.
8. The Library cannot guarantee the privacy or confidentiality of information or files that are entered into or accessed via computers or the Internet. Staff will not assist patrons with online financial transactions or personal applications. The Library does not recommend that public access computers be used for activities that require information such as credit card numbers, Social Security numbers, or bank account numbers. Patrons do so at their own risk.

9. The Library does not provide email accounts. However, computer users may register for free, web-based email accounts via the Library's internet access. The Library does not assure the security of such accounts and will not support them or advise users. Those who choose to use these sights for financial transactions or for other confidential matters do so at their own risk.
10. Library computers are provided for your educational and individual communication needs. Computers may not be used for on-going business or commercial activities.
11. Patrons who experience problems with workstations should notify staff immediately and not attempt to fix problems themselves. The Internet and websites do not always work smoothly. Likewise, Library computers and printers may occasionally malfunction. The Library is not responsible for any loss of data or inconvenience patrons may suffer as a result of service interruptions.
12. Wireless internet access is available (black watch free). Users of wireless devices are subject to the same user responsibilities. The access points are unsecured; personal information should be used with caution. Please do not leave devices unattended.

**Illegal and Unacceptable Uses:**

1. Display of sexually explicit or pornographic materials.
2. Harassment of other users or violation of their privacy.
3. Libeling, slandering or maliciously offending other users.
4. Violation of copyright laws or software licensing agreements.
5. Attempting to crash, degrade performance or gain unauthorized access to the computer system or network.
6. Damaging equipment, software or data belonging to the Library.