Public Computer and Internet Access Policy

Introduction

Lake County Libraries provide inviting community spaces to nurture young readers, explore stories and information, and connect with others. Our SIRCLE of values-- Service, Integrity, Respect, Community, Learning, and Excellence--drives every action we take to satisfy our mission.

Purpose

The Lake County Libraries seek to maintain a secure and tranquil environment as appropriate for a library; to enforce its policies regarding harassment and the safety of individuals; to protect itself against seriously damaging or legal consequences; to prevent the unauthorized use or copying of proprietary software or electronic copies of literary works in disregard of copyright restrictions or contractual obligations; and to safeguard the integrity of computers, networks, and data, either at Lake County Library District or elsewhere.

This policy applies to all patrons using public computers or Internet access, including wireless access on a personal computer. Using the Library computers or network indicates understanding of and agreement to the following policies.

General Rules for Use of Public Computers

Users are expected to use computers at the Library in a responsible and courteous manner, to respect others right to privacy and tranquility, and to follow all Library rules, procedures and policies.

The following rules apply to all library-owned public access computers:

- Computer workstations are assigned on a first-come, first-served basis.
- Usage limits are set so all patrons seeking access will have an opportunity for computer access. The Library Director sets limits, which may vary at different library locations or times of day. Patrons are expected to vacate the workstation when their time limit expires.

adopted 06/17/2008, revised 06/17/2010, 09/26/11, 05/19/14, 07/18/19

- On all computers there is a limit of two persons per computer at any one time. Patrons may not loiter in area of computers if not using them.
- Persons 16 years or older will be treated as an adult when granting access to public computers. Parents or guardians may sign a permission slip to grant minors under age 16 computer access when the parent or guardian is absent. The restriction of access to computers for minors is ultimately the responsibility of the parent or legal guardian, not library staff.
- All information that users wish to keep must be saved on some external storage media such as a USB memory stick. The computer hard drives are erased regularly, and the Library is not responsible for any items stored there.
- Black and white printing and copying is available from all public computers at a cost of 10¢ per page single-sided, or 15¢ per page double-sided for standard letter or legal paper. Black and white printing and copying on 11" x 17" paper is available at some locations and costs 20¢ per page for single-sided and 30¢ per page for double-sided.
- Color printing and copying is available at all public computers at a cost of 25¢ per page single-sided 35¢ per page double-sided for standard letter or legal paper. Color printing and copying on 11" x 17" paper is available at some locations and costs 50¢ per page for single-sided and 65¢ per page for double-sided.
- Users are responsible for the cost of all materials that they submit to the printers, including materials printed in error. The Library encourages use of the Print Preview function to enable printing only desired sheets.
- Patrons who have more than $5.00 in fines may not use the computers.

General Rules for Wireless Access

The Library offers free wireless access to the Internet for any user with a wireless-enabled device. Bandwidth-intensive activity such as file-sharing software, however, is prohibited due to disruption of the network for other users. Patrons using wireless access are subject to all provisions in this policy except those that specifically apply solely to library-owned public access computers.

Internet Content

The Library does not control the information on the Internet and cannot be held responsible for its content. Users are encouraged to exercise critical judgment when

using this resource and are cautioned that all Internet transactions are vulnerable to unauthorized access. The Library makes no guarantees, either express or implied, with respect to Internet use, nor is the Library responsible for any misuse of copyright or other violations.

The Library provides filters on its public access Internet stations designed to filter out hard-core pornography and child pornography sites. The filters are not designed to filter out any other controversial material.

Inappropriate Use

The Lake County Libraries expect all members of its community to use its computing and network resources in a responsible and ethical manner. All existing Federal, State and local laws, regulations, and policies apply, including not only those laws and regulations that are specific to computers and networks, but also those that may apply generally to personal conduct.

Due to the prevalence of minors in the library the following are not permitted to be publicly displayed on library premises: nudity, obscene performance, sadomasochistic abuse, sexual conduct, and sexual excitement (as defined in ORS 167.060).

Users are prohibited from using public computers or Internet resources to violate Federal, State, or local laws. All material downloaded or copied electronically must adhere to existing copyright laws (Title 17, U. S. Code). Illegal activity involving the Library's public computers and Internet resources may be subject to prosecution by the appropriate authorities.

Only authorized staff shall be allowed to install software on computers that are available for public use. Users are not permitted to alter system hardware or software configurations without permission. A user is liable for any damage done to hardware or willful alteration of software.

Patron Privacy

While the Library will defend patrons' Constitutional freedoms to the best of its ability, the Library may be required by law to disclose records and surrender equipment. Additionally, the library can electronically monitor public computers and external access to its network and reserves the right to do so when a violation of law or library

adopted 06/17/2008, revised 06/17/2010, 09/26/11, 05/19/14, 07/18/19

policy is suspected. Please see our Statement on Patron Privacy and Confidentiality for more information.

Reporting Policy Violations

To report a suspected violation of this policy, patrons should notify Library Staff. Employees who, in the course of their routine duties, encounter clear evidence of use of Library equipment for illegal activities are obligated to report that activity to the Library Director.

Enforcement

Suspected or known misuse of public access computers, network or information resources may result in any or all of the following:

- Loss of computing privileges.
- Limitation, suspension, or termination of Library privileges.
- Prohibition from entering Library property.
- Prosecution under applicable statutes.