

## **Mercer Area Library Computer Policy**

The Mercer Area Library 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 show a valid I.D. and pay a \$1.00 temporary access fee each session in order to use the Internet.
- 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.
- Flash drives may be purchased at the Circulation desk.
- Patrons may print from public computers for a fee 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.
- Adult computers can only be used by users over 18 years of age.

### **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 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.
- 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 has 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.

Approved by the Mercer Library Board July 18,2013

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