

# **Town of Inlet Public Library**

## **Computer, Internet, and Wireless Access Use Policy**

### COMPUTERS

- Users must sign in at the circulation desk before using Library computers.
- Terminal usage is on a first-come, first-served basis. Users will be allowed 30 minutes of exclusive use. After 30 minutes, a user may continue to use a computer provided no one else is waiting for a turn. Repeat computer users, during any given day, may be asked by Library staff to vacate a computer for another user requesting a computer for the first time that day.
- Library staff will provide basic assistance in how to operate the available equipment and library-installed software. However, Library staff is not expected to provide in-depth instruction relating to computer jargon, operation, or software. Staff will gladly offer helpful suggestions, but users are expected to assume the full responsibility of learning to use computer equipment and resources.
- Users will log off any computer at any time upon request of Library staff.
- No hardware or software is to be installed or downloaded onto Library computers. No data may be stored on the Library's computer system. Users may not tamper with the Library's computer network, terminals, printers or wiring. Any damage to, or interruption of, Library computers, networks or printers as a result of such activity is the responsibility of the user.
- Users may bring personal thumb drives or discs to access personal data files provided Library-installed software is compatible with the type of file. The Library will not be responsible for forgotten, damaged, or lost thumb drives or discs, or files left open on a computer.
- Illegal act, such as copyright or privacy violations, may result in prosecution by local, state or federal authorities.
- Users may not have food or beverages at the computer.
- Failure to follow these rules may result in the loss of computer privileges and, potentially, loss of library privileges.

### WIRELESS

- Free wireless Internet access service is provided by the Library. When accessing the Library router, users may connect to the Internet with a wireless laptop, tablet, phone or other wireless device.
- The wireless connection is not secure. Since radio signals can potentially be intercepted, activity requiring the transmission of credit card numbers, account numbers, PINs, passwords, and other personal information should be avoided.

- The wireless network is open. Thus, simultaneously connected computers and devices are visible to each other, and therefore, vulnerable to other users' viruses, malware, and hacks. Users are responsible for maintaining up-to-date antivirus software and firewalls.
- The wireless Internet access is unfiltered and uncensored.
- All the relevant rules concerning the use of computers, the Internet, and printers apply also to wireless access use.
- Library staff cannot offer technical support for establishing or maintaining a connection.
- The library is not responsible for hardware or software damage, or for loss or theft of unattended equipment.

### PRINTING

Users may print to the Library's printer(s), but not excessively. Excessive use of the Library printer(s) may result in loss of the printer and/or computer privileges. Users unsure of how to print should ask Library staff for assistance. The following charges apply:

- Black and white printouts - \$.25 per page
- Color printouts - \$.50 per page

### DISCLAIMERS

All users should assume that any information typed into a Library computer or any use they make of a Library computer is public information. There can be no guarantee of privacy in computer use, and users should have no expectation of privacy. There should be no expectation that information is secure and users should act accordingly.

The Library bears no responsibility for loss of data or subsequent damage arising from the use of the Library's computer equipment.

The Library cannot monitor or be held responsible for Internet content accessed by users, or users' personal activity on Library computer equipment. Users need to be aware some information is controversial, incorrect, dangerous, offensive, biased, outdated or even illegal and proceed accordingly.

Replaces "General Computer Use" Policy

Adopted 11-16-2017

Amended and Readopted 3-10-2022