

Rita and Truett Smith Public Library

Computer Use Policy

Approved by the City Council

September 23, 2008

Introduction

Access to information resources in electronic format are offered by the Rita and Truett Smith Public Library. Resources in electronic format are part of the Library's reference service and are in accordance with the Library's Mission Statement.

Services Available:

Typical services will include: Internet access, business applications such as word processing or spreadsheets, database access, children's educational and software applications and other technologies as they become available. Services may be added and deleted as decided by the Library Director.

The Library's electronic services are not intended to provide access to every software or hardware application or to every source of information available. The Library does not offer email accounts but allows access to free email providers on the Internet.

Information on the Internet is not necessarily current, accurate, or complete. While most valuable information is available on the Internet, some may be considered to be obscene, patently offensive or harmful, especially to minor children, as defined by applicable state and/or federal laws. For purposes of this policy, minors are defined to include all individuals under the age of eighteen years.

Since the Internet makes accessible a rapidly changing array of resources, it is not possible for the Library to control or monitor content on a regular basis. The Library utilizes software that blocks sources on the Internet that are obviously inconsistent with the Library's mission. This does not fully guarantee that individual users are protected from accessing information they personally may deem undesirable or disturbing. Please be advised that filtering software is not foolproof; it diminishes the likelihood of seeing offensive material on the Internet, but not does not totally eliminate the possibility.

Registration & Time Limits:

All users, adults and minors, of computer workstations must be registered cardholders with the Library. Only the individual card holder may use his/her card for internet access. Guest cards may be issued for short-term use at the discretion of Library staff. Minors may only access the computer workstations if their parent or guardian has signed the minors' library card indicating that the parent or guardian has read and accepted the terms of the Wylie Library Computer Use Policy.

All computer workstations are available on a first-come, first-serve basis. Users shall abide by a reservation management system and procedures implemented by the Library. Time limits will be imposed on all computer workstation use. Time limits may vary depending on availability of computers.

Use by Children:

Children seventeen and under are required to have the written permission of a parent or guardian to access the Internet. Library staff is not responsible for assuring the appropriateness of information accessed by children. The parent or guardian must complete an application provided by the Library, read the Computer Use Policy and acknowledge the same by signing their child's Library card in order to obtain Internet authorization for their child.

User Responsibilities:

All computer users shall:

- Comply with Library's rules of conduct.
- Abide by state and federal laws regarding the transmission of obscene, threatening, or harassing materials and messages.
- Observe the legal protections provided by copyright and license law, and computer abuse laws.
- Close all programs and leave the workstation immediately at the end of their allotted time.
- Be aware that the Internet is not a secure medium and that third parties may be able to obtain information regarding their activities. The Library will only release information on the use of specific resources by members of the public when required to do so by law or as may be necessary for the proper operation of the library.
- Refrain from downloading and/or installing on the hard drive any software applications from the Internet or from USB, CDROM, or any other application.
- Refrain from changing the configuration files of any hardware or software on the Library's workstations.

- Assume full responsibility for online financial transactions and the payment of fees for access to any fee-based services.
- Assume full responsibility for filing electronic forms.
- Report equipment problems promptly to Library staff.
- Be aware that the validity and reliability of the content found on the Internet rests with the author and/or publisher. It is the user's responsibility to ascertain the reliability of information found on the Internet.

Remember that the Library is a public environment frequented by people of all ages. Computer workstations are in full view of Library staff and other Library users. All users have the right to expect that other users sharing the space do so with respect for others and, furthermore, to expect the quality of cooperation that is desirable and fitting in a community facility.

Disclaimer:

In consideration for the privilege of using the Library and for having access to the information contained in it, library customers hereby release and hold harmless the City of Wylie, its officers, agents, servants, or employees, the Wylie Public Library, its staff, volunteers, representatives or advisors, from any and all liability or responsibility for any and all claims or expenses arising either directly or indirectly from the use of the Library, whether or not caused, in whole or in part, by alleged negligence of the City of Wylie, its officers, agents, servants, employees, volunteers, representatives or advisors.

Violation of Wylie Computer Use Policy:

Violation of any part of the Wylie Computer Use Policy or failure to use the computer workstations appropriately or responsibly may result in the revocation of all computer privileges as determined by the Library Director. Unlawful activities will be referred to the appropriate legal authority and will be dealt with in a serious and appropriate manner.