

COMPUTER & INTERNET POLICY

Purpose:

The Board of Trustees has established this policy to ensure that full and equal access is available to computer resources for the educational, informational and recreational needs of all our patrons.

General Information:

The library provides 21 computers for patron use.

- **11 General Computers:** May be used for e-mail, instant messaging, chat rooms, games, research.
- **2 Study Rooms:** May be used for word processing, college coursework, Business Pro, Etc. No Instant Messaging, e-mail, chat rooms or games.
- **1 Genealogy/Local History:** May be used for genealogy and local history information only. No instant messaging, e-mail, chat rooms or games.
- **1 Children's Area:** May be used for Computer Games Only – for children 5th grade and below. No Internet access.
- **2 Laptop Computers:** May be used for e-mail, instant messaging, chat rooms, games, research. MUST NOT BE TAKEN FROM LIBRARY AND PATRON MUST BE A LIBRARY CARD HOLDER IN GOOD STANDING AND 18 YEARS OLD OR OLDER.
- **2 Card Catalog Computers:** May be used for searching card catalog only.

General Computer Guidelines:

In order to provide Internet and computer access to as many library patrons as possible, the library places a **1-hour time limit** per person per day on computers located at the public hubs and for the laptops. **If the computers are not busy, an additional hour may be added in 2- 30 minute time slots** at the discretion of the staff. If in that time period, requests for computer time is greater than the number of computers available the people who have been on the computers the longest will be asked to leave.

There is a **2-hour time limit** on the **study room computers** and **the genealogy computer**. At the discretion of the library staff, patrons may be allowed to stay on longer if accessing online testing sites, completing online forms, etc.

There is a limit of two people at a computer at any one time.

Patrons must show a current library card in order to access the public computers. If a patron has library fines of \$3.00 or more, he/she may not use the computers until fines are completely paid.

Patrons who request the use of a library laptop must be a patron of the library, in good standing, and 18 years or older. He/she must also complete a laptop check-out form, and must leave his/her driver's license or photo ID with the completed form at the front desk.

Guests may use the library's computers except for the laptops. They must follow the library's rules and procedures. A guest user is a person who is not from this area and is just passing through or is here no longer than a month.

The library charges 10 cents for each text page printed using library equipment and 25 cents for each color page printed using library equipment. Price for copies from the microfilm reader/printer is 25 cents per page. The Mount Pleasant Public Library complies fully with the United States copyright law.

It is also the responsibility of the patron to evaluate the quality of the Internet information accessed. The library cannot accept responsibility for the accuracy of its content. If the patron feels information obtained through the Internet is inaccurate or offensive, we suggest that the patron contact the original producer or distributor of this information. The availability of the information does not constitute endorsement of the content by the Mount Pleasant Public Library. The Mount Pleasant Public Library cannot guarantee confidentiality over the Internet.

For library patrons under the age of 18 yrs. old:

Because parents ARE STRONGLY ADVISED TO MONITOR THEIR CHILD'S INTERNET USE, there are several guidelines that we ask parents to observe. These guidelines are as follows:

- Computer use by children age 7 and under shall, at all times, be supervised at the same computer station by a responsible person, e.g. an adult or adolescent age 14 or older.
- Computer users with young children accompanying them will be required to keep them from bothering other patrons, in any way, in accordance with the Library Conduct Policy.

- Children under the age of 18 must have a parental slip signed by the parent or guardian before a library staff member on file at the library and a library card before they can access the Internet. Therefore, when a parent or guardian signs an Internet permission form they are giving their child unlimited access to all aspects of the Internet.

The library does not act in place of an absent parent. Access to World Wide Web sites is not limited. The library staff will not monitor a child's Internet usage and limit access from material that might be considered inappropriate.

Pamphlets explaining safety on and proper usage of the Internet are available for parents and children.

Computer Conduct:

The library reserves the right to refuse computer access privileges to any patron and guest patron who do not observe the following policies and guidelines.

- Does not follow library rules or procedures for computer usage.
- Damaging or destroying equipment, software or data belonging to the library or to other users, including adding, altering, or deleting files or configurations on Library Internet workstation hard drives or other library computer equipment, violating network integrity, using patron-supplied software on library equipment.
- Abusing computer time limits.
- Using the Internet for any illegal activity or for other activities such as accessing child pornography, harassment, distribution of unsolicited advertising, propagation of computer viruses, attempting to make unauthorized entry into other computers, or violating copyright laws.
- Disrupting the use of workstations by other patrons, or breaching the privacy of other computer users.
- Downloading or saving information to the computer's hard drive.
- Using the library's e-mail address to send or receive messages. You must have your own e-mail address through Hotmail or other Internet based e-mail providers.
- Accessing sexually explicit information or sites.

- Committing fraudulent acts such as, but not limited to hacking.

Patrons who do not follow the above guidelines will lose library privileges as follows:

- For the first offense: The patron will not be allowed to use any of the library computers for at least one week.
- For the second offense: The patron will not be allowed to use any of the library computers for one month.
- For the third offense: The patron will be permanently barred from using any of the library computers.
- In certain instances, depending on the facts, the library reserves the right to choose the most severe action.

**Approved by the Mt. Pleasant Public Library's Board of Trustees
May 12, 2009**