

Rita and Truett Smith Public Library

Public Access Computer and Wireless Use Policy

Approved by the Library Board

February 8, 2016

Introduction

Access to information resources in electronic format are offered by the Rita and Truett Smith Public Library (Smith 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 library staff.

The library's electronic services are not intended to provide access to every software or hardware application or to every source of information available.

Information on the Internet is not necessarily current, accurate, or complete.

The Internet enables access to a wealth of material that is personally, professionally, and culturally enriching to individuals of all ages, but it also enables access to material that some may find offensive, disturbing, inaccurate or incomplete.

The availability of information does not constitute endorsement of the content by the Smith Public Library.

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 does not totally eliminate the possibility.

Registration & Time Limits

- All users, adults and minors, of computer workstations must be registered card holders with the library.
- Only the individual card holder may use his/her card for internet access.

- Guest passes 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 minor's library card indicating that the parent or guardian has read and accepted the terms of the Wylie Library Computer Use Policy. Minors are ages 17 and under.
- All computer workstations are available on a first-come, first-serve basis.
- Adults, children and teens must sign in to the computers located in their respective areas of the library.
- 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.
- Staff Assistance: The library staff, on a day-to-day basis, will help with computers and Internet use as able and reasonable. However, staff members may not be familiar enough with a function to provide any help. Staff members are not available for extensive training except during scheduled training sessions.
- Two people per computer are allowed.

Use by Children & Teens

- 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 or teens.
- The responsibility for what minors read or view on the Internet rests with parents or guardians.
- The public library, unlike schools, does not serve in place of parents in providing constant care and supervision of children as they explore the Internet.
- 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.

Guest Passes

Non card holding visitors to the Smith Public Library are allowed one guest pass per day. Guest passes are good for two hours per day only. Guest passes are issued only to adults 18 and older. To obtain a guest pass, a photo I.D. must be presented.

Wireless Access

- Wireless access is available for library patrons to use with their laptops, tablets and other mobile devices.

- Wi-Fi access is unsecured. The user accepts responsibility for all the risks associated with unsecured Wi-Fi.
- The library uses filtering software on its wireless access.
- The library is not responsible for any theft, damage or misuse of patrons' computing devices or peripherals and other mobile devices while the devices are in use in the Library.
- By choosing to use this service, a patron agrees to abide by the Smith Public Library's Public Access Computer and Wireless Use Policy.
- The library is not responsible for any data breach and/or identifies theft.
- The library is not responsible for any damage to or theft of any electronic device.

Electronic Devices for In-House Use

- Electronic devices are available for check-out at the Help Desk in the Adult Services Department.
- Devices are available for in-house check-out with a library card.
- Only the individual cardholder may check-out electronic devices.
- Devices may only be checked-out in their respective departments by the ages designated by the library staff (Children, Teen, and Adult)
- Other devices may be made available for in-house check-out as they become available and as the library staff deems appropriate.
- The library is not responsible for any data breach and/or identify theft.
- The library is not responsible for any damage to or theft of any electronic device.

User Responsibilities

All computer users shall:

- Comply with library's rules of conduct.
- Abide by local, 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.

Violation of the Internet Use Procedures will result in any or all of the following consequences:

- 1) First offense – Verbal Warning with Computer Use Policy
- 2) Second offense - Denial of Internet privileges for one month with Computer Use Policy
- 3) Third offense - Denial of Internet privileges indefinitely with Computer Use Policy.

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 Smith 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 Smith Library Computer Use Policy:

Violation of any part of the Smith Library 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 or designee. Unlawful activities will be referred to the appropriate legal authority and will be dealt with in a serious and appropriate manner.