

Inyo County Free Library

Computer and Internet Usage Policy

The Inyo County Free Library offers public access to the Internet and other software applications. This access is intended to provide users with the means to access information resources and services which might not be readily available in the traditional library. **Be advised that the Inyo County Free Library has no control over and possesses incomplete knowledge of information available on the Internet. The user is warned that information on the Internet may be inaccurate, incomplete, out-of-date, or unavailable. Users may also come across materials that may be found to be offensive, disturbing, and/or illegal.**

Sign-in

- Each user must register with the library. Individuals who live outside of the local area may obtain a guest pass.
- Users may have only one ID for logging in.
- Borrower's accounts that are blocked for any reason will prohibit computer access.
- Computer users may not misrepresent themselves or use someone else's card or ID to log in.

Limits

- The computer internet workstations are available during open library hours until 30 minutes before closing time. Because of unexpected technical problems, the Library cannot guarantee that computer and Internet service will always be available.
- Computer workstations are available on a first come, first served basis. Specific computers may not be reserved, saved, or set aside.
- Patron use of Internet workstations and wireless will be limited by time per day. Branches with few Internet workstations may impose shorter time limits. Sessions will be limited to 30 minutes if there is a waiting list.
- Library staff may limit the number of users on the same computer.

Printing

- Printing cost is 15¢ per printed page side. It is suggested that Print Preview is used prior to printing to determine the number pages that will print.
- Failure to pay for printing will result in loss of computer privileges.
- Personal printing supplies must be approved by the staff prior to use.

Juveniles

A child's access to the Library's computers is the responsibility of the parent or legal guardian. They should be aware that the Library offers Internet access that is unfiltered and the Library cannot monitor, and is not responsible for, what their child is viewing. They must also ensure that their child does not violate this Computer and Internet Usage Policy.

They are responsible for:

- the safety and security of their child while using e-mail or other forms of electronic communication
- any unauthorized access, including hacking and other unlawful online activities by their child
- any unauthorized disclosure, use and dissemination of personal identification information by their child.

To assure parental guidance in children's use of the computer:

- Children 12 years of age and younger must have a parent or legal guardian at the same or an adjacent computer at all times.
- Children between the ages of 13 and 17 must have a Computer and Internet Usage Agreement signed by their parent or legal guardian.

Headphones

Headphones are not provided by the Library. Users may bring in their own headphones. **Headphone volume may not be raised to a level audible at the next workstation. Playing audio through the computer's internal speaker is prohibited.**

Saving files

Files should not be saved to the computer disk drive. Although the workstations are set up to erase saved files, it is possible that they may remain and be viewed by other users. Users may bring their own removable storage devices to save files. The library does not provide these devices. **Downloading files using peer-to-peer file sharing is prohibited.**

Assistance

Library staff may be able to provide basic help regarding computers and the internet, but they cannot provide in-depth instruction. Library staff cannot assist in troubleshooting hardware or software problems on personal devices.

Personal conduct

- Patrons should respect the privacy of others who are using a computer or while using a computer themselves.
- Talking should be kept at a minimum and done at a low level. **Microphone and cell phone usage is prohibited.**
- Library Rules of Conduct remain the same in the computer area.

Wireless access

- Wireless sign-in requirements are the same as above, and wireless users are required to comply with the terms of this Computer and Internet Usage Policy.
- **The Library provides wireless Internet access through an unencrypted network. Wireless users are urged not to send personal, financial or any confidential information over the wireless network.**
- Printing is not available through the Library's wireless connections.
- Users may only plug in at designated areas in the Library.
- Inyo County Free Library is not responsible for damage or loss due to security breaches, electrical surges or disruptions of wireless service. The Library is also not responsible for the protection of personal equipment from theft or damage.

Prohibitions

Library computers may not be used for any unlawful purpose. Unlawful or prohibited activities include but are not limited to:

- **Violation of any federal or state law or regulation.**
- **Transmitting/accessing obscene material or child pornography.**
- **Computer fraud, personal misrepresentation, or hacking.**
- **Acts of a threatening, harassing, or obscene nature.**
- **Copyright infringement.**
- **Abuse of equipment and/or installing software or running programs that have not been installed by the Library. Users may be liable for alterations or damage they cause to library hardware or software.**

Any peer-to-peer file sharing is prohibited.

Users should be aware that Library staff may monitor use of the computers for the limited purpose of ensuring compliance with this Policy, and hereby consent to such monitoring. The Library reserves the right to terminate a computer session of anyone who violates the Library's computer use policy.

Failure to comply with this Computer and Internet Usage Policy may result in the loss of Internet and/or Library privileges. The Library staff will report any suspected illegal activity to a law enforcement agency.

Users making electronic commercial transactions do so at their own risk and are responsible for any financial obligation incurred. Users should be aware that use of public computers is not a private or secure medium, and that third parties may be able to obtain information regarding user's activities.

By using a library computer, the user agrees to conform to all regulations contained in this Policy. All users of library computers agree to indemnify and hold the library harmless for any claims, losses, damages, obligations or liabilities arising out of the use of the Library's computers or wireless access.