GERMANTOWN COMMUNITY LIBRARY
COMPUTER/INTERNET USE POLICY

Internet access is available at the Germantown Community Library on public workstations. It is also available on library laptops and patron's personal devices using the library's WiFi service. Internet access via desktop or WiFi is unsecured and unfiltered.

Information accessible on the internet may be current and reputable; some may be obsolete, illegal, and even offensive. It is the patron's responsibility to determine the validity and appropriateness of the information. By accessing the Internet through the library, patrons agree that the library will not be responsible for any direct, indirect, consequential, special, or punitive damages or losses which may arise in connection with such use.

Use of the Internet at Germantown Community Library is a privilege, not a right. Inappropriate use or failure to follow this policy may result in revocation of this privilege and/or legal prosecution. Violators of this agreement will have their Internet privileges revoked for six (6) months on the first offense and for 12 months on subsequent offenses. Illegal acts involving library computing resources may also be subject to prosecution by local, state, or federal authorities.

To use the <u>public Internet</u> at the Germantown Community Library you must agree to the following guidelines:

1. Internet service is available during library open hours. However, the library cannot guarantee the service will be operational at any specific time.
2. Limited WiFi service is available from the outside patio next to the building between 6 am – 9 pm.
3. Use of Internet services are for educational, informational, and recreational purposes only. The Internet is not to be used for illegal, unauthorized, or unethical purposes. All rules and regulations set forth by the library are to be followed.
4. Patrons may not misrepresent themselves as another user by seeking unauthorized access to any computer system, files, passwords, data belonging to others, damaging, or altering software components or any network or database.
5. Patrons may not send, receive, or display graphic materials depicting full nudity and/or sexual acts which are portrayed obviously and exclusively for sensational or pornographic purposes.
6. Patrons may not display threatening, harassing, or abusive language and images.
7. Game playing may be prohibited if it severely diminishes the speed of the library consortium's network.
8. Virus, security, and privacy protection are the responsibility of the patron.

To use the Germantown Community Library <u>public computers</u> you must agree to the following guidelines:

1. Youth under 18 **must** have parental permission to use the internet. The Internet Use Permission Form must be signed by the parent or legal guardian. This form must be signed in front of a staff member. The signature on this form is legally binding and indicates the party has read and understands its significance. The Germantown Community Library assumes no responsibility for the use of the internet by children.
2. Patron's under 18 may sign out a laptop with a parent/guardian present and using the parent/guardian library card.
3. Patrons can only use library computers using their own library card. For guest use, see requirements below.
4. Patrons must respect the privacy of others using public workstations at the library by not interfering with their use. This includes distracting behavior as determined by library staff.
5. Patrons must adhere to the established time limits.
6. Patrons must provide their own storage device for documents created or downloaded. The computer storage is erased when a patron logs off the computer.
7. Per the Copyright Law of the United States (Title 17, Unites States Code) patrons can only make authorized copies of copyrighted or licensed materials.
8. Patrons must provide their own headsets to listen to audio content.
9. Patrons may not install/download software or applications on the library's desktop or laptop computers.
10. Patrons may not change the setup or configuration of the library's software or hardware.
11. Software, documents and email may contain a virus. The library is not responsible for damage to a patron's equipment, for any loss of data, damage or liability that may occur from the individual's use of the internet or library computer equipment.
12. Users are liable for costs arising from malicious damage to library equipment and/or software.

Time Limits for Library Computers:

1. **Public Workstations** – Patrons can automatically log themselves into the public workstations using their library barcode and pin. Patrons are initially allocated 2 hours. A patron may auto extend their time by 30-minute increments if at least three computers are available. Additional time may be granted at the Information Desk staff's discretion. Computers are automatically shutdown 10 minutes prior to closing.
2. **Public Laptops/Tablets** – Patrons may check out a public laptop/tablet with their library card for <u>use inside the library</u> for up to two hours. Additional time may be granted at the Circulation Desk staff's discretion. Equipment must be returned 10 minutes before closing.

Guest Use of Library Computers:

Guest use is available on a single use basis. Guests must abide by the same policy as library card holders. To use the resources on a regular daily or weekly basis, the patron must register for a library card. Exceptions are available per the Library Director or designee.

Other Computer Services:

Black and white printing is available and charged $.10 per side printed.

Color printing is available and charged $.50 per side printed.

Library staff will assist patrons as time permits and to the extent of their knowledge. However, staff will not configure or download applications to patron's equipment. Staff are not trained on all hardware and software that are available to patrons.

Adopted: 10/21/98
Reviewed and Revised: 2/27/02; 3/28/12; 6/23/21; 9/22/21; 1/26/22; 4/26/23