

# Phelps Community Memorial Library Computer Acceptable Use Policy

## Introduction

The Phelps Community Memorial Library computers are available primarily for research and educational purposes. The internet is an unregulated medium than changes constantly and unpredictably, the library is not responsible for the quality or accuracy of information found. Users are responsible for evaluating information received via the internet.

## Rights of Users

Caution: The Internet is not a secure medium and all transactions, files and communications may be subject to unauthorized access by third parties. The library, however, respects a patron's right to both confidentiality and privacy and will not release information on the use of electronic resource by members of the public except as required by law. Library computers include a content filter. Since children utilize all computers, users wishing unfiltered access should ask for library staff assistance.

## Children

The library affirms the right and responsibility of parents and legal guardians to guide their children's use of all library resources and we encourage them to do so. The library complies with the Neighborhood Children's Internet Protection Act by following a number of policies and procedures.

Information on safe and secure use by minors of direct electronic communications (including email) is available at the library. It is the parent's responsibility to discuss these safety precautions with their children.

## Prohibited Activities

The Phelps Community Memorial Library is a family-oriented establishment. Therefore, the viewing of pornography is prohibited.

Use of the Internet for activities that violate local, state or federal laws is prohibited. This includes but is not limited to activities such as viewing child pornography, committing fraud, hacking, unauthorized access, or spreading libel or slander.

## Rules and Procedures

### Registration

Anyone presenting a valid Pioneer Library System card in good standing (no fines or overdue material) may use the computers. Exceptions will be made for visitors to the

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area. Users will be required to sign a Phelps Community Memorial Library Acceptable Computer Use form. Anyone 17 years of age or under must also have a parent sign his/her form. Anyone under the age of 12 must have an adult sit with him/her at the computer at all times.<sup>2</sup>

### Availability

Computers are not reserved and availability is on a first come, first served basis. Computer time is limited to 30 minute blocks and all patron computers will be turned off 15 minutes before closing.

Only one person is allowed at the computer at a time (except for those under 12 years old).

### Staff Assistance

The library staff is trained to provide limited startup support and will assist as time allows.

### Computer Use Restrictions

- Users may not install any software from disk drives and files downloaded or saved to the computer hard drive will disappear at the end of the day.
- Users may only download to a library owned disk.
- Users may not make any changes in any program setup or the hard drive configuration.
- Users may not operate outside the approved windows menu.
- Users should immediately report any problems with equipment to the library staff.
- Shutting down or restarting equipment will be done by staff only.
- Users should report anything unusual or strange to library staff.
- Users will be permitted to print as follows:
  - Black and white pages are 5 cents per page
  - Limited color printing is available from a library owned floppy disk at 25 cents per copy
  - Copies will be picked up and paid for at the circulation desk

### Suspension of Library Privileges

The user is held responsible for his/her activity on the Internet. Persons who do not abide by these rules may be prohibited from using computers or other library equipment, have their library privileges suspended, be barred from the library and/or be prosecuted for illegal activities. Parents of minors will be notified of any infractions. Users will be responsible for any damage due to improper use.