

## **COMPUTER USE POLICY – Pierson Library**

**PURPOSE:** To make information in electronic form easily accessible. Library electronic resources are to be used to advance the library's mission: to provide citizens with access to the educational, cultural, recreational and research benefits of a free public library.

**REVIEW AND REVISION:** This policy pertains to computers, software, and other hardware owned and maintained by The Pierson Library and the resources it makes available. This policy will be reviewed at least yearly.

**CONFIDENTIALITY:** All records relating to library patrons and their use of library materials and services are strictly confidential. This applies to electronic access information as well as to other materials.

**RESPONSIBLE USE:** The user is responsible for correct and appropriate use of the library's computers, computer equipment and software. Please do not have food or drink near computers or bookshelves. Terminals designated for our catalog should only be used for that purpose. Computer use is free, but patrons are responsible for any damage they may cause to the workstation machines or software. Children under seven (7) must be directly supervised by someone over 12. All patrons must read and sign the computer policy. Parents or guardians must co-sign the policy with children under 18. No outside software may be used on the library computers. Patrons must bring their own system compatible disks; disks may be purchased at a rate set by the library. Although the library checks their system for viruses, patrons should be aware of the risk of acquiring viruses from the internet. Computers are available only at the times posted by the library. Because of library scheduling, technically trained staff may not always be available. It is our practice to limit users to one hour of use unless permission is given by the librarian. There is a time limit of 30 minutes if someone else wishes to use the computer. A waiting or sign up list will also be maintained if necessary. Please remember when using the computer that although we have provided privacy screens, you should respect others around you. Whatever you are accessing may be able to be seen by children or other patrons. CHILDREN The Pierson library has no control over the information accessed through the Internet. We cannot be held responsible for its content. As with other library materials, supervision or restriction of a child's access to the Internet is the responsibility of the parent or legal guardian. Parents and children are encouraged to read My Rules For Online Safety, available at the ALA website: [link] Another helpful guide is "Child Safety On The Information Highway," included with this policy and posted in the Children's Room.

**UNACCEPTABLE USE:** Misuse of computer or internet access will result in loss of computer privileges as follows: the first offense will result in a loss of privileges for three months; each subsequent offense will result in a loss of privileges for six months; parents and/or guardians will be notified. Using library computers to interfere with or disrupt internet or computer users, services or equipment is unacceptable. These disruptions include, but are not limited to: -Using library computers for illegal or criminal purposes or as a staging ground to "crack" or "hack" other computers or networks, or to distribute computer worms or viruses. -Harassment of other users, including using email as a vehicle of harassment. -Libeling or slandering other users -Destruction of or damage to equipment, software or data belonging to the Library or other users. -Violating copyright laws. -Using sounds and visuals which might be disruptive to others. -Changing the configuration of computers or loading personal software. -Violating the security of computer systems. -Using communications facilities in ways that unnecessarily impede the computing activities of others, such as instant messaging or encryption from one library computer station to another. Using library internet access stations to display or disseminate sexually explicit or sexually suggestive (obscene/pornographic) material is prohibited. Violators of this policy will have their computer privileges revoked as outlined above.

**LIBRARY PERSONNEL:** Pierson Library personnel are expected to follow the guidelines in this policy and refrain from use of computing resources for private business purposes unrelated to the mission of the library. Personal use should not interfere with any work-related activity, will be on an

employee's personal time, and must be approved by the Library Director. It is the responsibility of the staff to maintain hardware and software, and to educate and assist patrons on proper use.

**DISCLAIMER:** The same standards and principles of intellectual freedom, privacy, and confidentiality developed for traditional media in public libraries by the American Library Association will be applied to all information generated by software or through the internet. Some information available through electronic resources may not be appropriate to our library's selection or collection development policy, but The Pierson Library has no control over the information accessed through the Internet. The library cannot monitor content, and access will not be denied or limited except when a clear violation of this policy has occurred. Therefore, each user must determine what is appropriate; as with other library materials, supervision or restriction of a child's access to the Internet is the responsibility of the parent or legal guardian. The provision of electronic access does not imply sponsorship or endorsement of a particular point of view. Ultimate responsibility for resolution of problems related to the invasion of the user's privacy or loss of data rests with the user. The Library assumes no liability for loss or damage to the users data or for any damage or injury arising from invasion of the user's privacy. The undersigned acknowledges that he/she has read, understands, and subscribes to the Pierson Library Computer Use Policy. (Parents or guardians must co-sign the policy with children under 18).

Signature\_\_\_\_\_

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Date\_\_\_\_\_