

Langley Adams Library Public Internet & Computer Use Policy

To maximize availability to this resource, and to insure fair accessibility for all, please familiarize yourself and/or your child with this policy, which includes procedures, rules and user agreement.

In response to advances in technology and the changing needs of the community, the Langley Adams Library endeavors to develop collections, resources and services that meet the cultural, informational, recreational and educational needs of our community. It is within this context that the Library offers computer and Internet access.

Disclaimer about Content:

The Trustees and staff of the Langley Adams Library do not control the Internet. The Internet is a global entity. In accordance with the ALA Library Bill of Rights and a supplemental document entitled Access to Electronic Information, Services and Networks, the Langley Adams Library does not control or monitor access to material which may be accessible from other Internet sites. Not all sites on the Internet provide accurate, complete or current information. Library patrons use it at their own risk. Users should evaluate Internet sources just as they do printed publications, questioning the validity of the information provided.

You may not be able to always go to the places on the Internet you want to visit. Sometimes the database or resource is licensed to a particular institution and you need to be affiliated with that institution in order to receive access, or the host computer may have changed its address, or closed down. Often there may be too many Internet visitors and the host computer becomes overloaded and will deny access.

The Langley Adams Library cannot be responsible for monitoring or protection you from material you may find offensive. It is up to individuals and parents/guardians to ensure there is no access to information that has been decided upon in advance as inappropriate.

The Langley Adams Library Staff will assist and answer questions concerning the Internet depending on their expertise and time available to help.

Availability:

The computers and Internet access are normally available, subject to periodic maintenance, during regular library hours. Computers are checked out of first come, first serve basis for one half hour. If no one is waiting you may continue longer than the allotted time.

To use the computer you must first check in at the front desk and sign in with your library card or get a temporary number from a staff member. To access the Internet, the user must sign the User Agreement Form (need parent/guardian signature for children 15 years and under) and then it will be kept on file at the library for future reference.

Users must sign the registration log each time they use a computer indicating their name, address, phone number and time of day. This information is for the purpose of monitoring time, and will not be kept for any other purpose.

Revised & Adopted by the Board of Library Trustees September 9, 2008

User Agreement Form

The following are rules and responsibilities of the user.

- User shall assume the full responsibility of learning to use the computers and software on their own.
- User agrees to take proper care of all hardware, software, documentation and all equipment that are the property of the library. At no time will the user change software settings, Window setups, and move or delete icons or attempt access to the setup or configuration of any software or hardware. When there is any fault with equipment or materials, the user will immediately report any difficulty or problem to a staff member and not try to “fix” the problem.
- User agrees not to use these resources for unauthorized, illegal or unethical purposes, which includes (but is not limited to) making unauthorized copies of copyrighted or licensed software or data.
- User agrees not to download material onto the computer’s hard drive. Any files stored on the computer’s hard drive will be deleted by the library staff on a daily basis.
- User may use floppy disks, CDs, or USB memory devices to save data. Floppy disks and writable CDs may be purchased at the circulation desk for \$1.00.
- User must respect the privacy of others by: not misrepresenting themselves as another user; not attempting to modify or gain access to files, passwords, or data belonging to others.
- User agrees to pay \$.25 a page for printed material. This cost will be incurred even if there is an error on the part of the user. Users may bring their own paper, but will still be charged for printing.
- User agrees to refrain from sending, receiving or displaying text or graphics which may be reasonably construed as obscene. ***The Library reserves the right to ask users to immediately shut down the computer if there are computer images displayed which are inappropriate for public viewing.***
- User agrees to be responsible for any hardware or software damage or Internet costs related to their actions.
- User may send and receive e-mail but no e-mail address will be provided.
- Patron’s library account must be in good standing to use the computer.

The Library staff conducts regular site checks.

The Library reserves the right to limit the number of people using the service at a given time depending on traffic and noise level.

Misuse or abuse of computer or Internet access will result in suspension of computer and Internet access privileges.

By signing the User Agreement Form you are agreeing to the following rules and regulations and those already outlined above. This form only needs to be signed one time, and then will be kept on file for future reference.

Signature

Print Name

Parent/Guardian signature (for users age 15 and under)

The Public Internet & Computer Use Policy will be enforced by the staff and may be subject to change at the discretion of the Library Director and Library Board of Trustees.

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