Computer Use Policy

General Guidelines:
- All patrons must agree to the Three Rivers Public Library District's (TRPLD) *Computer Use Registration and User Agreement* prior to using the computers.
- All TRPLD patrons must have a valid library card to use the computers, defined as less than $5 in fees/fines and less than 5 overdue items.
- Guest passes are available for one-time computer access. An out-of-district library card or government issued photo ID is required.
- Minors (under age 18) must have a parent's signature on file prior to computer use.
- TRPLD reserves the right to limit, refuse, and/or ban any patron from using the library equipment and computers.
- An adult must assist anyone under the age of seven during the time s/he is using library equipment or computers. This means the adult must sit at the computer with the child.
- The Library prohibits the loading of personal software on all library computers.
- There will be a per side charge of $.10 for black and white and $.40 for color printing from a library computer.
- Violation of any aspect of this policy may result in the loss of library privileges. The Library Director will determine the length of loss of privileges, based on the cause of the action.

Laptop Guidelines:
- Laptops are for in-house use only.
- Laptops may only be checked out by a patron over the age of 14 with a valid TRPLD card. Patrons must present their library card or a government issued photo ID.
- Users must sign TRPLD's *Laptop Agreement Form* prior to the first checkout.

Acceptable Use Guidelines: TRPLD requires that library patrons using electronic information networks such as the internet do so within the guidelines of acceptable use. The following activities are unacceptable:
- Use of electronic information networks for any purpose which results in the harassment of other users.
- Destruction of, damage to, or unauthorized alteration of the library's computer equipment software or network security procedures.
- Use of electronic information networks in any way which violates a Federal or State law, including unauthorized copying or distribution of copyrighted materials.
- Use of electronic information networks in any way which violates licensing and payment agreements between TRPLD and network/database providers.
- Violation of system security.
- Behaving in a manner that is disruptive to other users.

Library Patrons' Rights:
Library patrons have certain rights with respect to use of electronic information networks such as the internet. This library will work to preserve and protect these rights, subject to limitations imposed by licensing and payment agreements with database providers.

- Library patrons have the right to confidentiality and privacy in the use of electronic information networks to the extent possible given certain constraints such as proximity of other patrons and staff in public access settings.
- Library patrons have the right to equitable access to electronic information networks.
- Library patrons have the right to access and read all library service policies and discuss questions with appropriate library staff.

Time Restrictions:
- Time is limited to one hour. If there are no reservations, time may be extended in 30 minute increments up to an additional 2 hours.
- Laptops are limited to 3 hours.
- Usage is on a first come, first served basis.
- Computers designated as "Special Use" may or may not be time restricted.

Internet Usage:
- The library does not and cannot control the information content available through global resources such as information obtained from outside sources via the internet. Internet resources enhance and supplement resources that are available locally within a library. Library users must be aware that this library does not exercise control over information obtained via the internet and must keep in mind the following points when evaluating information obtained via the internet:
    - Information may or may not be reliable or from a reliable source.
    - Information may or may not be accurate.
    - Information may or may not be current.
    - Information may be considered controversial or objectionable.
    - Links to information on the internet may not always be valid, and particular information sites on the internet may sometimes be unavailable and this unavailability often occurs unpredictably.
- In compliance with the Federal *Children's Internet Protection Act (CIPA)*, TRPLD has installed internet filters on all public use computers. Filters are not foolproof and therefore some sites may slip through or may be inaccurately blocked. Per CIPA guidelines, patrons over the age of 18 may request to have the filter turned off for the remainder of their session. Per CIPA, minors (under the age of 18) may not have the filters removed. If a site appears to be inaccurately blocked, please inform staff at the desk. TRPLD reserves the right to ask for proof of age from any persons requesting that a filter be turned off.
- TRPLD urges library patrons to be informed consumers and carefully evaluate information obtained via the internet. Library staff may be available to assist patrons in making judgments about the reliability or currency of certain types of internet information sources, but are unable to provide definitive analysis of particular sources due to the extremely large variety and volume of information available via the internet.
- This library is not responsible for damages, indirect or direct, arising from a library patron's use of internet information resources.

Patron Assistance and Instruction:
- TRPLD's staff may provide assistance to patrons in the use of electronic information networks as time and staff knowledge permits.

Children's Access to Electronic Information Networks:
- TRPLD supports the right of all library users to access information and will not deny access to electronic information networks based solely on age.
- This library recognizes that the electronic information networks such as the internet may contain material that is inappropriate for children. Parents are expected to

monitor and supervise their children's use of the internet. Library staff is unable to monitor children's use. Parents are encouraged to discuss with their children issues of appropriate use and electronic information network safety.