12 COMPUTER USE POLICY

12.1 INTRODUCTION

The Gladstone Public Library provides access to a broad range of information resources, including those available through the Internet. The library makes this service available as part of its mission to provide free and open access to information of all types in a wide range of formats for library users of all ages and backgrounds. The Internet is a global electronic network of ideas, images and commentary that may enhance resources already available in the library. However, the library cannot control the information available over the Internet and is not responsible for its content. Some sources provide information that is inaccurate, incomplete or dated; some sources may be offensive, disturbing, and/or illegal.

12.2 INTELLECTUAL FREEDOM

The Gladstone Public Library upholds the rights of all library users to read, seek information and speak freely as guaranteed by the First Amendment, regardless of format or technology. These are fundamental rights in a democratic society and are core values of the library.

12.3 GENERAL RULES GOVERNING USE

All users must comply with signup and time limitations in order to allow all users an opportunity to use the equipment

All users must respect the privacy of other users and not attempt to censor or comment upon what others are viewing.

The Library's Rules of Conduct and pertinent state, federal, and local laws apply to all library users.

Library computers and Wi-Fi may not be used for any illegal activity including, but not limited to:

- Damaging or altering computer equipment, systems or software
- Displaying, printing or sending any material that is illegal, libelous, threatening or harassing
- Downloading or installing any harmful program defined as, but not limited to, spyware, viruses, Trojans, malware, or any other illegal utility on any computer
- Violating copyright or trademark laws, software licensing agreements or intellectual property rights
- Intention to expose other individuals to materials or images they find personally unsuitable.

Users engaging in these activities may lose computer privileges and/or be asked to leave the library. Library staff may summon law enforcement authorities.

12.3.1 ACCESS BY CHILDREN

Computers on the main floor of the library are not filtered. Computers in the teen and children's area are filtered. Parents or legal guardians assume responsibility for deciding which library resources are appropriate for their own children. Children less than 10 years old must be accompanied by an adult.

12.3.2 TIME AND OTHER LIMITATIONS

Each patron is limited to two, one-hour sessions per day of Internet access on the library's public computers. Patrons are encouraged to use his or her own library card number to access the internet.   Visitors who does not have a library card may receive an internet guest pass. No visitor may receive more than one guest pass per day. If other computers are available, extra time may be allowed if the patron is in the process of:

- Seeking employment
- Paying taxes
- Taking an examination or testing

During periods when demand for computers is slower, the Library Director may allow computer time extensions at staff discretion.

The library's computers are set up for use by a single individual. A maximum of two persons may sit/work together at any one computer.

12.4 COMPUTER USE GUIDELINES

Computers at the Gladstone Public Library are shared resources. The following guidelines apply for public use of computers to ensure fair and equal access for all:

- Public computers are available to users on a walk-in, first-come first-served basis.
- Each user must use his/her own library card, or a guest pass, to reserve a computer. Use of another person's library card number is not allowed for computer access.
- Each person is allowed up to two sessions per day. Computers are set for one hour sessions. If there is no one waiting, session lengths may be extended. There is no time limit for catalog stations.
- All computers in the designated children's area are only for use by children age 12 and younger and for parents or caregivers assisting children.
- All computers reserved for special purposes (such as children's use, catalog searches) may not be used for any other purpose.
- Users may not perform any action that might damage the computer equipment or make it inoperable, such as downloading or installing any harmful program.
- Anyone using library computers may not violate copyright or trademark laws, software licensing agreements, or intellectual property rights.
- Users should notify library staff if the computer equipment or peripherals are not

functioning properly.
- Computer users must use headphones when listening to audio on any computer (including personal laptops) and keep the volume to a level that does not disturb those nearby.
- Users may be limited to one person per computer station, at the discretion of library staff.
- Work saved on Gladstone Pubic Library computers is automatically erased when a patron logs off. To save documents, patrons must copy it to a flash (aka "thumb") drive or upload it to an online storage service.
- Tablets and laptops may be available for use by patrons 16 and older and are limited to two hours per day. Patrons must present a valid government-issued photo ID or passport to library staff in order to use a tablet or laptop. Library staff will hold the ID until the patron returns the tablet or laptop and its power cable to library staff. Patrons are liable for any damage to, or loss of, a borrowed laptop and/or its accessories.
- The Gladstone Public Library is not responsible for any damage or loss of data arising from the use of its computers or network.

The Gladstone Public Library may withhold computer privileges from anyone who do not comply with the above procedures or who are barred from the Library due to violation(s) of the Library's Rules for Behavior.

12.5 WIRELESS ACCESS

The Gladstone Public Library provides wireless Internet access to our patrons for use on laptops or other wireless-enabled mobile devices for web and email access. As with most public wireless "hot spots," the library's wireless connection is not secure. Cautious and informed wireless users should not transmit credit card information, passwords and other sensitive personal information while using any wireless "hot spot."

- Wireless users must comply with all provisions of the Gladstone Public Library Internet Policy. Any activities deemed illegal apply regardless of whether a patron is on a Library-owned computer or the patron's own computer.
- The library is not responsible for any information (i.e. credit card) that is compromised, or for any damage caused to a patron's hardware or software due to power surges, security issues or consequences caused by viruses or hacking. All wireless access users should have up-to-date virus protection on their laptop computers or wireless devices. The user is responsible for anti-virus and security protection.
- Laptop computer users must be considerate of patrons nearby and refrain from excessive noise, including the playing of music or movies on the laptop without the use of headphones.
- The library is not responsible for laptops left unattended.