

Computer and Internet Use Policy

1. Computers are available on a first come, first served basis.
2. GHPLD cardholders are restricted to three hours of computer use per day. The user may only use their personal library card to access the computer. No sharing of cards or library card numbers is permitted as per Library Board Policy.
3. Users without a GHPLD card can obtain a visitor pass with presentation of a photo ID.
4. Users must have a zero balance of fines in order to use the computer stations.
5. Computers in the Digital Lounge on the ground floor are available to users of high school age and older. Computers on the second floor of the Library are available to users of all ages.
6. Basic assistance in signing up to use computers and getting started with programs and applications is available. Staff must be available to assist other patrons and cannot provide in-depth or lengthy discussion.
7. Users are responsible for providing their own storage devices.
8. Users may not alter or add to the contents of the Library's hard drives, nor may they alter the configuration or other files.
9. Users must vacate the computer immediately when instructed by a staff member.
10. No more than two people at a time may be at or around one computer.
11. Malicious use of the network or computers to harass others or to deliberately propagate any virus, worm, Trojan horse, or trapdoor program code is prohibited.
12. Users may not use computers for any illegal activity.
13. GHPLD has no control over the content of the Internet. Some patrons may find information on the Internet that is offensive, erroneous, or misleading. The Library has installed filtering software on all Internet workstations to help filter out those sites that may be obscene, illegal, and/or contain child pornography. No filter is 100% effective and the Library assumes no liability. If an adult patron believes that a website has been improperly blocked, the patron can notify the Library Director or designee, of the filtered

site. If notified, the Library Director can then determine if the filtering software can be changed to allow access to the site, if it was inappropriately blocked.

14. Parents are responsible for monitoring their own children's use of the Internet. Parents are advised to have a discussion about safe and appropriate Internet use with their children, which should include guidance about use of email, social media, and other forms of direct electronic communication. Parents should stress that no child should share personal identifying information over the Internet.
15. The Library Director or designee may suspend or terminate Internet privileges if the Library staff reasonably believes that any user has violated this policy. Violation of this policy may result in Internet privileges being suspended or revoked, and may include contacting law enforcement authorities and/or legal action if determined appropriate. Future Internet use privileges and/or other library privileges may be modified and/or suspended in their entirety at the discretion of the Library. The Library Director will review these matters on a case-by-case basis and will take into consideration all applicable policies.
16. The Library makes no warranties of any kind in connection with its provision of access to and use of its networks and Internet. IT shall not be responsible for any claims, losses, damages, or costs (including attorney's fees) of any kind suffered, directly or indirectly, by any user and/or his or her parents or guardians arising out of the user's use of its computer network or Internet.

The Library subscribes to the principles set forth in "Access to Electronic Information Services, and Networks: an interpretation of the Library Bill of Rights," adopted by the ALA Council, January 24, 1996; amended January 19, 2005.