

## Computer and Internet Use Policy

1. Computers are available on a first come, first served basis to Green Hills Public Library District cardholders and registered reciprocal borrowers.
2. Users may only use their personal library card to access a computer. Sharing of cards or library card numbers is not permitted.
3. Users without a GHPLD card or registered reciprocal borrowing card can obtain a guest pass with presentation of a photo ID.
4. Users are allowed 60-minute sessions with the ability to extend their session in 30-minute increments if there is no pending reservation on the workstation.
5. A user's Library account must have a balance below \$5.00 in order to use a computer.
6. Computers in the Adult Services Department are available to users of high school age and older. Computers in the Youth Services Department are available to children under the age of 18 and caregivers who are supervising children.
7. Library staff will provide basic instruction to patrons in the use of computers and the Internet as time and staff knowledge permits.
8. Users are responsible for providing their own storage devices.
9. Users may not damage or alter the Library's equipment, software, or network.
10. Users must vacate the computer immediately when instructed by a staff member.
11. No more than two people at a time may be at or around one computer.
12. 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.
13. Users may not use computers for any illegal activity.
14. The Library 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.
15. 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.
16. 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.

17. The Library makes no warranties of any kind in connection with its provision of access to and use of its networks and Internet. The Library 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.