

# VALENTINE PUBLIC LIBRARY

## COMPUTER USE POLICY

1. Patrons wishing to use a computer must log in using their patron card number or a temporary pass, which can be obtained at the front desk. Computers are available on a first-come, first-served basis and cannot be reserved in advance.
2. Parents and guardians are responsible for supervising their children's computer and internet use. While we are happy to assist, our staff cannot monitor or restrict access for individual users.
3. Users must abide by copyright, contract, and other local, state, and federal laws.
4. Intentional use of the Internet to access, transmit, or process material that is obscene, adult-oriented, discriminatory, or sexually harassing is prohibited.
5. Users are prohibited from installing, downloading, or deleting any software on library computers. Any patron access to restricted areas of the library computers' hard drives is strictly forbidden and could result in legal action.
6. Patrons are expected to maintain appropriate behavior while using the library's computers. This includes keeping voices at a low volume, remaining at your assigned computer during your session, and promptly relinquishing the computer when your allotted time ends. To ensure a clean and safe environment for all, only drinks in spill-proof containers are permitted near computers, and food is not allowed in the computer areas. Please dispose of any trash in the designated receptacles and promptly report spills to staff. The library reserves the right to terminate any Internet session that disrupts services or involves behavior that violates library policies.
7. Users are prohibited from tampering with any library computer equipment, including printers, mice, and headphones. If the equipment is not operating properly, ask for help from the library staff. **DO NOT ATTEMPT TO FIX THE PROBLEM ON YOUR OWN.**
8. Prompt payment is required for any charges incurred for printing or other authorized fees. The cost is \$0.20 per side for black and white prints and \$0.50 per side for color copies.
9. **Time limits:** Initial use on the public computer stations is **one 90-minute session per day** and will be on a first-come, first-served basis. Additional use will be allowed based on the discretion of the library staff.
10. **Fines:** All fines must be paid before computer use is allowed.
11. **Sanctions:** Violations of the policies described above for the legal and ethical use of computing resources will be dealt with in a serious and appropriate manner. Illegal acts involving library computing resources may also be subject to prosecution by local, state or federal authorities.
12. The public computers shut down 20 minutes before the library closes. Users must have all searching and printing completed before this time.
13. Unacceptable behavior and violations of the computer use policy may result in the following; first offense will result in a warning, second offense will result in a thirty (30) day suspension of

computer use, and a third offense will result in a suspension from all library privileges. The level of action shall be determined on a case-by-case basis at the sole discretion of the library staff.

## **Disclaimer**

The Internet is a global network with no regulatory control over its users or content. As a result, it may contain material that is controversial or offensive. The library does not censor access to information and cannot shield users from potentially objectionable content.

While we do have a basic filter on our computers to comply with the Children's Internet Protection Act (CIPA), it is not foolproof, and objectionable material may still be accessed. Library staff cannot control the availability of websites, as links and content can change rapidly and unpredictably. Not all information found on the Internet is accurate, complete, or up-to-date. We encourage users to critically evaluate the reliability and validity of the information they find.

Revised and adopted by the Valentine Public Library Board of Trustees:

**08/26/2024**