POCLD Policy Chapter 6 Operations

## 6.18 **REQUIREMENTS FOR COMPUTER USE**

1. The Library provides access to the Internet to facilitate research, learning, cultural enrichment, recreational pursuits, and personal development. It is the intent of the Library to be a non-public forum that offers filtered access to the Internet on all computers.

2. The Library cannot control the information available over the Internet and is not responsible for its content, which may be inaccurate, incomplete, dated, offensive, disturbing, and/or illegal. Access the Internet at your own risk.

3. Access to obscenity, child pornography, material harmful to minors, or on-line gambling is not permitted on Library computers. Unauthorized disclosure, use or dissemination of personal information regarding minors is not permitted on Library computers.

4. The Library is acting in good faith by using a filter to block obscene material, child pornography, material harmful to minors, or on-line gambling but is not responsible for Internet content or any filtering errors.

Disabling the filter: The Library Director or other designated Library staff may disable the filter, upon request, for any patron aged 18 or older.

5. Access by patrons under the age of 18: Parents or guardians shall be responsible for assuring that children are cared for, safe, and secure when viewing the Internet at the Library.

6. In-Library Access: Prospective users must have a valid Library card.

6.1 All patrons, including minors, are given access to the Internet within the library when they receive a library card.

6.2 Internet access is available on a first come, first serve basis and use is limited to one-hour per day. Depending on availability, exceptions can be made for additional time.

6.3 Users of Library computing resources must comply with federal and state laws, Library rules, and policies, and the terms and conditions of any Library contract, including software licenses, while using Library computing resources.

7. Users may not use computing resources to gain unauthorized access to local or remote computers or to impair or damage the operations of Library computers, networks, or peripherals. This includes, but is not limited to, blocking communication lines and running, installing or sharing virus programs. Any attempt to circumvent data protection or other security measures is prohibited. The Library "Patron Code of Conduct" shall also apply to the use of all computers.

8. Patrons shall not install software on Library computers.

9. Inappropriate use of the computers may result in revocation of computer use privileges. "Inappropriate use" includes, but is not limited to: 1) using the computer for illegal activities; 2) hacking or accessing a computer system without access; 3) damaging or attempting to damage computer equipment or software; 4) interfering with systems operations, integrity or security; 5) gaining unauthorized access to another person's files; 6) harassing other computer users and persons; 7) altering or attempting to alter the Library computer settings; 8) violating copyright laws and software license agreements; and (9) violating this policy in any manner.

10. The Library computer stations are set up for optimal usage by a single individual. In some cases, such as a parent/guardian with a child, it may be important for two or more people to work together at a computer. Because of limited space, a maximum of two persons may sit/work together at any one computer.

11. Library records are confidential in accordance with R.C.W. 42.17.310(I).

## **Revision History**

Approved by the Board of Trustees 7/12/99 Revised 8/9/99; Revised 3/13/2000; Revised 6/12/2000; Revised 8/12/2002; Revised 5/18/2004; Revised 11/21/2006 (with advice from attorney Brian Werst) Revised May 15, 2007 Revised April 28, 2011 Revised October 2011 Revised November 30 2011 Revised 3/23/17 Revised 4/27/17