

PHOEBE APPERSON HEARST LIBRARY
LEAD, SOUTH DAKOTA



BOARD OF TRUSTEES
COMPUTER USE POLICY

PURPOSE

To allow library staff clear direction in enforcing guidelines for patron computer and internet use

SOURCE

Hearst Library Board of Trustees and Hearst Library Director

POLICY

Public access computers are to be used for educational, informational and recreational purposes only. Unauthorized, illegal, or unethical use is prohibited. While in the library, patrons are expected to use public computers and personal laptops in a responsible and ethical manner as determined by the following procedures

PROCEDURE

- ❖ Persons may sign up public access computers for 30 minute blocks of time, not to exceed one hour/day
- ❖ Patrons are expected to monitor their own computer time and voluntarily vacate the terminal
- ❖ Personal laptop use is exempt from any time limit
- ❖ Persons may reserve computer time one day in advance
- ❖ Failure to arrive within 10 minutes of reserved computer time may result in loss of that reservation
- ❖ Patrons may use any computer not currently in use without a reservation
- ❖ Hearst Library puts no restrictions on the age of Internet users
- ❖ No food or drink allowed at any public use computer terminal, violation will result in loss of computer time
- ❖ Only two people at one time are allowed at a public use computer terminal
- ❖ Assistance is available from library staff to answer basic computer questions however, staff cannot be expected to provide complete technical or clerical support
- ❖ Printing charges as follows: .25 per page for black and white prints and .50 per page for color prints. If printing full page images or double-sided prints the charges are: .50 per page for black and white and 1.00 per page for color.
- ❖ Downloading and/or saving information on any library computer hard drive is not permitted
- ❖ Library staff are not responsible for illegal information accessed on library public use computers
- ❖ Each patron is solely responsible for making "fair use" of copyrighted material
- ❖ Library staff are not responsible for any infringement of copyright laws
- ❖ Recognizing that SDCL 22-24-56 (1) requires public libraries to equip each public access computer with software that will limit minors' ability to gain access to obscene matter or material, as defined by SDCL 22-24-27 (11), or purchase internet connectivity from an internet service provider that provides filter services to limit access to material, the Phoebe Apperson Library utilizes an internet firewall system to block inappropriate content, including obscene material. That said, no system is foolproof and, therefore, parents and guardians and not library staff are responsible for monitoring the use of the computer by their children.
- ❖ Respect of privacy is required by not attempting to observe computer activity of another patron
- ❖ Patrons will not attempt to modify or gain access to files, passwords, or data belonging to others
- ❖ Patrons may clear their browsing history by shutting down that computer when use is complete
- ❖ All public use computers will be shut down 10 minutes prior to library closing
- ❖ Damages to computers will be charged to the last patron to use the computer
- ❖ No sending, receiving, or displaying of pornographic text or graphics
- ❖ Library staff may ask any patron at any time to vacate a public use computer terminal if that patron is behaving in a disruptive or inappropriate manner
- ❖ **Failure to follow rules and regulations may result in suspension or termination of any or all computer privileges determined at the discretion of library staff**

Approved by:

Library Board of Trustees President

Hearst Library Director