

## Public Access Computer Policy

The Alta Community Library provides public access to the Internet and Windows computers in keeping with its role of providing access to informational and popular interest resources. This policy applies to adults and minors.

### **Computer Use**

1. The Alta Community Library provides public access computers for Internet and Microsoft office products to the public.
2. A library card is not required to use the public access computers.
3. Computers are available on a “first come, first served,” basis for 30-minute blocks of time.
4. Additional time may be granted if no one else is waiting to use the computers.
5. Patrons must check at the circulation desk prior to using the computers.
6. All computer sessions must end 10 minutes prior to closing time.
7. Headphones must be used if audio programming is accessed.
8. All prints and copies made on the network printer must be paid for at the time of printing.  
Costs are as follows:
  - a. \$0.10 per page for black and white
  - b. \$0.25 per page for color
  - c. \$0.50 per page for faxes
9. Materials copied from the Internet may be subject to copyright laws.
10. Although a virus checker is used on computers, this program may not completely protect the patron from loading a virus onto a personal storage device. The library is not responsible for damage to a patron’s storage device or computer, or for any loss of data, any damage or any liability that may occur from use of a public access computer.
11. Library staff cannot provide in-depth training on personal computer use or the Internet. The staff may be able to offer searching suggestions and answer questions.

### **Rules of Conduct**

1. Only two people may use computers at a time.
2. Misuse of computers will result in the loss of patron’s computer privileges for the day. Further misuse may result in loss of computer privileges for a longer period, or permanently.
3. Computer misuse is defined as but not limited to:
  - a. Physical abuse of hardware
  - b. Attempts to circumvent library security measures
  - c. Downloading software that may be harmful to library property or software
  - d. Sending, receiving, or displaying child pornography, obscene text or graphics or text or graphics harmful to minors
  - e. Engaging in any activity that facilitates sending, receiving, or displaying materials harmful to a minor
  - f. Activities that disrupt the library or its network

- g. Making any attempt to modify, gain access to files, passwords or data belonging to others, seeking unauthorized access to the library's or any other computer system or damaging or altering software components of any network or database
    - h. Engaging in activities that put undue stress on library resources or connection, such as mining bitcoin, excessive email generation (spam), peer-to-peer networking downloads, and media or software piracy
    - i. Loading or downloading software from the Internet to the computer hard drive, using personal software programs on the library's computers, or saving personal documents or images on the computer hard drive
    - j. Engaging in any other illegal activity
4. The library may charge patrons for damages caused to library computers. In the patron is a minor, their parent or guardian will be responsible for all damages.
5. Library equipment may not be used to make unauthorized copies of copyrighted materials.

### **Using the Internet**

1. Library patrons use the Internet at their own risk. It may contain controversial material that some may find offensive.
2. The library does not monitor and has no control over the information on the Internet and cannot be held responsible for its content.
3. Users should be aware that the Internet is not a secure medium and that third parties may be able to obtain information regarding user's activities. The library is not responsible for any loss or damage incurred by a user of the library's computer or telecommunications equipment.
4. The Alta Community Library will not release information on the use of Internet computers or specific websites accessed by members of the public, except as required by law or when necessary for the proper operation of the library. See Privacy Policy for more information.
5. Parents or legal guardians of minor children must assume responsibility for deciding what library resources are appropriate for their children including access to the Internet.
6. The library does not filter Internet content on the two adult public access computers. The computers available for use by minors have filters provided by the school that block certain websites that contain sexually explicit and violent material. Not all websites that fall under that designation may be blocked, however, and adults are encouraged to monitor their own children's usage.
7. Anti-virus precautions have been implemented on library computers. However, the library does not guarantee protection from viruses.
8. Downloads will not be saved on the public access computers. Users should bring their own formatted disks or flash drives for downloads.

### **Accessing Wireless Internet**

1. The Library provides free wireless Internet access. The library does not provide technical support for wireless users.
2. Patrons need to be aware that the wireless network is not secure. Like many public wireless hot spots, information is not encrypted and is subject to electronic eavesdropping. Wireless users are responsible for providing security for their own equipment and electronic communications.
3. By using the wireless network, you are agreeing to comply with the library's policies concerning use of the Internet.
4. The library exercises no control over and will not be held responsible for user-supplied equipment or Internet content that users choose to access or create using personal equipment.
5. While the library strives to provide a quality wireless system, it cannot guarantee the signal quality, bandwidth availability, or general Internet site availability at any time.

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