

# UPPER MORELAND FREE PUBLIC LIBRARY

## COMPUTER AND INTERNET

Revised:	04/14/2021
Next Review:	1 <sup>st</sup> Qtr. 2024
Reviewed:	03/18/2021
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### I. POLICY

- A. The purpose of this policy is to establish the terms of patron internet, wireless and library computer hardware use.
- B. Patrons should review this policy before beginning computer or internet use.
- C. The library reserves the right to change or modify its computer and internet policies at any time. Users are responsible for reviewing and following any modified or new policies.
- D. Patron internet and computer use shall be terminated if a patron violates this policy. The library staff is the final arbiter of inappropriate use or misuse of computers or the Internet.
  1. Users must comply with the following principles during computer or Internet use:
    - a) respect for the privacy of others,
    - b) conformance to the legal protection provided by copyright licensing programs and information,
    - c) appropriate use of computer software and hardware.
  2. The library internet service and computer equipment may not be used for purposes which violate federal, state, or local laws; to transmit threatening, obscene, or harassing materials; to interfere with or disrupt network users, services, or equipment; or to send spam.
  3. Viewing obscene material or explicit sexual material, as defined by Pennsylvania law 18 Pa.C.S 5903, is prohibited and will result in the termination of a patron's computer and Internet privileges. Access to such material on personal laptops is also prohibited while on the library property.
  4. Children eleven years old and younger are limited to using the computers located in the Children's Room.
  5. Computer use by children six years of age and younger must be supervised by a parent or caregiver who is at least twelve years of age.
  6. The library complies with the Children's Internet Protection Act (Public Law 106-554, 114 Stat. 2763A-335) and with Pennsylvania Act 197. If a

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patron believes a website or web page has been filtered in error, the patron may report the error to the staff member at the information desk who will take appropriate action according to procedures.

7. Users may not represent themselves as another person.
8. Any attempt to circumvent system security, guess passwords or gain unauthorized access to resources is forbidden. Users may not tamper with nor change the software or hardware configurations established by the library. These actions shall result in library loss of privileges, exclusion from the library, and/or legal action.
9. Users accessing computer content with sound must mute the computer or use headphones.
10. Only two people may be at a library computer at any one time.
11. Patrons may not interfere with the settings on the computers, including browser home pages.
12. Patrons may not shut down or log off the computers.
14. The library is not responsible for the reliability of information obtained via the internet. Such information should be used at the patron's own risk.
15. Vandalism or damage to the library computer software or hardware is unacceptable and shall result in loss of privileges, exclusion from the library, and/or legal action.
16. The library cannot guarantee on-demand, in-depth computer assistance.,
17. Personal information is not guaranteed to be secure when using public computers or accessories.
18. Time management software is used to set and manage session length and availability.
19. There are charges for using the library printer/photocopier. The patron is responsible for paying for each page printed or photocopied.
20. Physical connections of personal devices to the library printers are prohibited.
21. Library staff members will not configure personal devices.

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- II. DEFINITION: Computer use refers to any electronic technology available to patrons either in the library or circulating for remote use including but not limited to laptop computers, workstations, tablets, printers, eReader devices, hot spots (etc.).
- III. RESPONSIBILITY: The director shall establish necessary procedures to comply with this policy.