

COMPUTER AND TECHNOLOGY USE POLICY

Purpose: To establish certain fees and procedures related to public technology access

Reviewed/Revised: July 2015

Related Documents: Borrowing Policies, eReader Borrowing Policy

ADULT AREA COMPUTER USE

Patrons using adult computer workstations must be at least 12 years of age.
No more than two persons may be at any one workstation in the adult area.

Reservations

- Patrons may reserve a designated workstation time, no more than one week in advance.
- Reservations may be made for a 2 hour block of time for using office productivity software.
- Reservations may be made for a 45 minute block of time for general internet use.
- A reservation may be forfeit if the patron is 5 or more minutes late.

CHILDREN'S AREA COMPUTER USE

To use any children's computer workstation, children younger than 12 years of age must either have an adult or older child with them, or have demonstrated an ability to use a workstation on their own.

No more than three persons may be at any one workstation in the children's area.

FEES

Printing

- 10 cents per page, plus tax for black & white
- \$1.00 per page, plus tax for color

STAFF OBLIGATIONS

Library staff will assist patrons with an initial introduction to any library workstation as needed.

Library staff will assist patrons with basic tasks associated with running a library installed program, or basic tasks associated with surfing the internet.

PORTABLE DEVICES

Portable devices, including, but not limited to laptops, tablets, and e-readers, may be checked out for in-library use with a current adult library card in good standing (less than \$10 in fines).
Portable devices available for use outside the building will have a separate agreement form.

INTERNET CONTENT

The internet, as an information resource, enables the library to provide information beyond the confines of its own collection. It allows access to ideas, information and commentary from around the globe. Providing connections to global information, services, and networks is not the same as selecting and purchasing material for a library collection. Some information accessed electronically may not meet the library's selection or collection development policy.

While the internet in its unregulated form offers access to a wealth of materials that is personally, professionally and culturally enriching, it also enables access to some materials that may be inaccurate, slanted, offensive, disturbing and/or illegal. Although the library employs an internet filtering service, it is impossible for any organization to control or even successfully monitor the vast amount of material accessible from computers and networks via the internet. Therefore, individual users must accept responsibility for determining the content and suitability of internet sites they use.

The library affirms the right of each individual to have access to constitutionally protected material via the internet. Library staff will, on request of a workstation user 18 or older, turn off the internet filter. However, users must be aware the public library is, indeed, a public place; they must take care not to display graphics on monitors which would be deemed illegal due to obscenity, content which may be harmful to minors, or content which may be sexually harassing to others in the library.

Parents have a right and responsibility to monitor their children's use of library materials and resources. Parents are welcome to share internet use with their minor children.

LIMITS OF LIABILITY

The Zumbrota Public Library cannot and does not assume liability for the use or misuse of its internet workstations, including the hardware and software associated with the computer system. Patrons using the computer are responsible for their own actions. Patrons specifically agree that they will not use the system for any unlawful purpose or in violation of any state or federal law, including, but not limited to: software piracy, copyright infringement, public display of obscene materials or materials harmful to minors.

Users should be aware that internet security is difficult if not impossible to achieve and electronic transactions and files could be intercepted or read. The Library does not assume liability for any credit transactions over the internet which are intercepted, or for any personal information posted on the internet which is read and misused by an unauthorized party.

CONDITIONS OF USE

1. Internet workstations may be used under the terms and conditions of use set forth above, with the following exceptions:
2. Single-user internet connections are limited to 45 minutes per continuous session.
3. Users assure the Library they will use the Internet for legal purposes only.
4. Users will not download files without making prior arrangements with library staff.
5. Users will not display material on monitors in the library which is illegal, harmful to minors, or offensive enough to be perceived as harassment.
6. The library cannot provide in-depth training on demand, nor can it guarantee a staff member with knowledge of the internet will always be on duty.

The following agreement will appear on the check-out card for each workstation:

By checking out this library workstation, I agree not to:

1. Violate copyright law by
 downloading files protected by copyright, including voice files and photographs;
 printing more than one copy of a full-text article;
 attempting to copy or download copyright software, etc.
2. Display graphic material which by definition under MN Statute 617.241, is obscene.
3. Display graphic material which the general public in the Zumbrota area would consider harmful to minors.
4. Send harassing or threatening messages or materials over the internet.

And I will:

1. Leave the workstation after 45 minutes on the internet or 2 hours using other software if another person is waiting for a workstation.
2. Pay for any copies I have printed on library equipment.

Anyone violating this agreement will be asked to leave the workstation immediately.