

Attachment P-12

Procedures for Computer and Internet Use

Use of the computers is on a first come, first served basis. In the event all computers are in use, a time limit of 60 minutes will be enforced. A waiting list will be started and patrons will be assigned workstations at the sole discretion of library staff.

If patrons choose to save files they must provide their own storage devices. Data downloaded from the Internet may contain computer viruses. The Library is not responsible for damage to any patron's equipment, or any loss of data, damage or liability that may occur from the patron's use of the Library computers.

Library staff provides limited assistance for basic start up and navigation. When staff are available, they may provide additional assistance. Library staff do not assist patrons with any online financial transactions. Library staff may provide limited functional assistance with wireless access (such as how to connect), but cannot troubleshoot a privately owned wireless device.

The Library assumes no responsibility for any activities conducted by users of the Library's computers or by users of the Library's wireless network.

Patrons risk loss of Library privileges if they access sites that are illegal (for example, gambling,) or are disruptive to the use of the Library by other patrons because of offensive content (for example, pornography, racism, etc.).

Library computers may be used only for legal purposes. Unacceptable use includes, but is not limited to: harassment, libel or slander; destruction, modification or damage to equipment, software or data; accessing websites that are harmful to minors or depict child pornography (any visual depiction [that] is or appears to be, of a minor engaging in sexually explicit conduct); disruption or unauthorized monitoring of electronic communications; unauthorized copying of copyright-protected material; unauthorized access, including hacking and other unlawful online activities.

Computers on the automated reservation system and the wireless network shut down approximately 15 minutes before the Library closes.

Only covered beverages are allowed at the Library computer workstations.

Non-cardholders should be prepared to show a staff member a photo ID.

Wireless Network Usage Procedures

Wireless Internet access is available throughout the Library building, to anyone who has the necessary devices and software, via an open, unsecured network.

Wireless Internet access in the library is governed by the Library's Internet Use Policy.

The following procedures are in addition to the Library's computer and Internet usage policies. Actions that are detrimental or inappropriate when accessing the Library and Internet resources include but are not limited to those listed below:

- Library staff provide no technical assistance for wireless networking.
- Users may not extend or modify the network in any way. This includes adding access points and installing bridges, switches, hubs, or repeaters. The Library reserves the right to remove or disable any unauthorized access points.
- Any attempt to break into or gain unauthorized access to any computers or systems from a wireless connection is prohibited.
- We reserve the right to limit bandwidth on a per connection basis on the wireless network, as necessary, to ensure network reliability and fair sharing of network resources for all wireless users.
- Any effort to circumvent the security systems designed to prevent unauthorized access the Library's wireless network will result in the suspension of all access.

The Library reserves the right to terminate a patron's computer session if the patron is in violation of these procedures.

Disclaimers

The Library provides wireless internet access via an open, unsecured wireless network. It is strongly recommended that patrons do not use such a network to transmit personal, financial or legal data. It is not possible for the Library to protect patrons against malicious theft or interception of such data transmitted over our network.

Any restriction or monitoring of a minor's access to the Library's wireless network is the sole responsibility of the parent or guardian.