

# Athol Public Library

## Computer Use Policy

- All users must have a valid C/W MARS borrower's card. Adults must use the card when logging on to use a computer. Children wishing to use computers in the Children's Room must sign up at the Children's main desk and sign out when done. The patron must be in good standing, meaning that his/her card is clear of overdues, and fines must be under \$10.00.
- Out-of-town visitors may be signed in as a "guest." The librarian on duty will ask for identification. Anyone intending to use the library computers on a regular basis is encouraged to register for a library card.
- Users must read, and agree to abide by, the Athol Public Library's Computer Use Policy, which will pop up on screen once the patron is logged in.
- Users may not use personal software or alter or attach equipment to the Library's hardware. CDs (\$1.50) and USB drives (\$7.00) for saving documents and/or downloads may be purchased from the Friends of the Library at the Circulation Desk. Nothing should be saved to the Library's hard drive. The Library is not responsible for any loss or damage to your disks. Patrons are welcome to use their personal flash drives.
- Food and drink are not allowed in the public computer area.
- Adult Department users may reserve computer time as follows:
  - Patrons may book their own sessions at the self-service PC Reservation computer or by going directly to an available computer.
  - Patrons may ask a librarian to make a reservation for them either in person or over the telephone.
  - Reservations may be made up to one week in advance.
  - In all cases, the patron must have his or her library card number in order to make a reservation and sign in. If a patron does not have his or her card in hand, staff may give the patron his or her card number once.
  - All users are allowed to reserve up to 2 hours of computer time each day. The hours may not be consecutive unless approved by a librarian. These hours are recorded within the PC Reservation software. These hours do not roll over; if a patron uses only 1 hour one day, they may not add the leftover hour to the next day. If a patron reserves a session but does not use it, PC Reservation still counts it as one of his or her daily hours, unless the session is officially cancelled prior to the start time of the reservation.

- Patrons wishing to use a specific computer station may call or visit the circulation desk. The librarian on duty will make the specific reservation, if possible.
  - Users with special circumstances should speak with the librarian on duty for exemptions. Patrons may request more than 2 hours if doing an exam or project requiring extra time. Staff can extend a patron's time using the PC Reservation computer in the staff room.
  - The public computers will shut down automatically 15 minutes before closing.
- There is a printer to which users may send documents, for 5 cents a page.
  - Patrons in sixth grade and above may use the computers in the adult library.
  - Children below sixth grade may use the computers in the children's library. Very young children must have a responsible adult sitting with them at the computer. Other than this instance, only one person at a time may sit at a single computer without specific permission from the librarian on duty.
  - This service is intended for independent use. Circulating materials are available to help users. If you need help, ask the librarian on duty. Although no staff member is specifically designated to aid or instruct computer users, librarians will do their best to provide assistance when needed.
  - Wireless laptop use: Limitations & Disclaimers
    - The Athol Public Library is not responsible for any changes you make to your computer's settings and cannot guarantee your hardware will work with our wireless connection.
    - The Library's wireless connection is not secure. Information sent from or to your laptop can be captured by anyone within 300 feet of the Library if they possess a wireless device and the appropriate software.
    - Library staff are not able to provide technical assistance.
    - The Library assumes no responsibility for the safety of equipment or for laptop configurations, security, or data files resulting from connection to the Library's network.
  - Using library computers *or the library wireless network* to copy, distribute and download copyright protected works may be an infringement of the copyright law (Title 17 U.S. Code) *and is not permitted.*
  - Misuse of the computers will result in the loss of computer and/or library privileges. All violations will be dealt with in a serious and appropriate manner. Illegal acts involving library computer resources may be subject to prosecution by local, state or federal authorities. Examples of unacceptable use include, but are not limited to, the following:

- ◆ Disrespect or harassment of other users.
- ◆ Violation of another's privacy.
- ◆ Openly displaying computer images which may be inappropriate for public viewing.
- ◆ Destruction of or damage to equipment, software, or data.
- ◆ Unauthorized copying of copyright-protected materials.
- ◆ Violation of software license agreements.
- ◆ Violation of network usage policies.
- ◆ Violation of computer system security.
- ◆ Disruption or unauthorized monitoring of electronic communications.
- ◆ Unauthorized use of computer accounts, access codes, or network identification code/numbers assigned to others.
- ◆ Use of computer communications facilities in ways that unnecessarily impede the computing activities of others.
- ◆ Using another patron's card to make a reservation or allowing someone else to use one's card to make a fraudulent reservation.

*The Internet allows users to connect to networks of resources outside the library. It can be a valuable research and reference tool when used to complement other information resources. It is the intention of the Athol Public Library to provide public access to the online information available via the Internet in the same way it provides other information sources, however, the library does not monitor and has no control over the information accessed through the Internet, nor does the Library have complete knowledge of what is on the Internet. Customers access the Internet at their own discretion. Information on the Internet may be inaccurate, out-of-date, or unavailable at times. The Athol Public Library cannot be held responsible for the content of the Internet. As with other library materials, a minor's use of the Internet is the responsibility of their parent/legal guardian.*

Approved the Board of Library Trustees 11/19/03

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