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Arlington Public Library	Library Operations Policy
Computer use/Internet Policy	Adopted /revised 8-18-2016 Reviewed and revised 4-17-2018

Computer Use and Internet Access Policy

Policy regarding the use of public computers and the Internet at the Arlington Public Library

The Arlington Public Library is pleased to provide access to electronic resources via the Internet through the use of our public access computers. Computers are available for public use during regular business hours, except during times of routine or emergency maintenance. The purpose of providing public Internet access is to expose the public to the world of information available on the Internet and to provide equal access to that information for all individuals in the community.

Since the Internet is a global electronic network, the Arlington Public Library has no control over the information accessed through the Internet and cannot be held responsible for its content. The Internet and its available resources may contain material of a controversial nature. The library will not censor access to material nor protect users from offensive information (except when it is contrary to law or poses a threat to other patrons) and is not responsible for the availability or accuracy of information accessed from remote network sites.

The following procedures govern the use of the library computers:

- Check in at the Circulation Desk is required prior to using any of the library computers. Users will be asked to read the policy and sign a user's agreement. The public access computer will open 15 minutes after the opening of the library and close 15 minutes before the library closes. Staff will give a warning so that patrons may back-up their work and have time to close programs.

- There is a 30-minute time limit for the Public Internet computers when others are waiting. However, if use of a computer results in disruption of library services or if behavior becomes inappropriate for a library setting, the Library reserves the right to end the session at any time.

- Color printing is $.50 per page and black and white printing is $.10.

- A diskette or flash drive may be used to save information from a computer.   The library is not responsible for any damage to personal diskettes or flash drives when used in library computers. Although the library uses anti-virus software on its computers, absolute protection is not guaranteed.   Software downloaded from the Internet may contain viruses. The library encourages the Internet user to install and use anti-virus software on his/her own computer and equipment.

- Individual software may not be installed or used to alter or attach equipment to the library's hardware or to attempt to bypass security features.

- Each user is responsible for complying with copyright law and adhering to software licensing agreements, as well as all local, state, and federal laws including, but not limited to, those concerning fraud, privacy, or obscenity.

- Library staff may be able to help with basic computer use and startup procedures, but may not be able to provide information on the use of each software program. If one has never used a

computer or if one has specific questions about a software program, reference books and use guides are available.

- Misuse of the computer may result in suspension or loss of computer privileges.
- No drinks are allowed at the computer stations.

The following procedures govern access to the Internet from the library:

- Internet communications shall be considered private, and confidentiality will be encouraged within the limits of public environment, the technology of the equipment, and the requirements of law.
- The Internet user may encounter closed or restricted databases and resources for which the library accepts no responsibility:

  - The host computer has been "overloaded" by Internet visitors and has closed down or limited access.
  - The host computer is no longer maintained or has changed its address or Universal Resource Locator (URL).
  - The database or computer is only accessible to users affiliated with a specific licensed organization.
  - Arlington Public Library Internet connection may be temporarily closed down for maintenance or due to technical difficulties.

- The library does not offer electronic mail (e-mail) accounts or access to chat rooms, news or discussion groups. However, there are many Internet providers who offer free e-mail access.

- As is the case with other materials in the library's collection, any restriction of a child's access to the Internet is the responsibility of the parent or legal guardian. The Arlington Public Library cannot act as a censor or substitute parent. It is the responsibility of the parents to provide the oversight to ensure their children's use of the Internet in a safe and appropriate manner, including the proper use of expensive computer equipment. Children under the age of 18 must have an internet user's agreement signed by a parent or guardian and on file at the library.

- Violations of these rules may lead to the suspension or revocation of Internet access through the library.