

Computer Use Policy

Computers are provided to enable library users to meet their information needs, to produce quality products using production software, and to connect to online services. Computers are provided for free to Union County Public Library account holders in good standing, otherwise an access fee will be charged.

Acceptable Use of the Internet

Access to the Internet is a public service of the Library. However, access is not guaranteed. The Library is not responsible for content on the Internet or for the conduct of its Internet users.

All computer users must sign in. All computer users are expected to use their own library card to access the Internet. Using another patron's card to reserve a computer, with the exception of children accompanied by a parent or guardian, is not permitted.

Signing in to use a computer constitutes the user's agreement to comply with Library policy and the Children's Internet Protection Act (CIPA) which prohibit:

- Disclosure of personal identification information about any person under age 17, including oneself.
- Displaying or sending nude, obscene or pornographic messages, images or files.
- Unauthorized access, hacking, or other unlawful online activities.
- Any attempt to circumvent the Library's content filter.

All Internet enabled computers are filtered for compliance with CIPA and the Library's Acceptable Use standards. Websites are blocked on all computers if they are categorized as pornography, mature content, violence/hate/racism, condoning illegal activities, or hacking/proxy avoidance systems. Filters on children's computers also block sites which may be considered harmful to or inappropriate for minors, email, and chat/instant messaging. Should a user encounter a site that should be blocked by the Library's filter, he or she is asked to report the URL to Library staff.

An adult (18 or over) who wants access to a blocked site that he or she believes does not violate the Library's Acceptable Use Policy may request a temporary override of the filter by submitting the Internet Filter Removal Request Form. If the requested site does not violate the Library's acceptable use standards, staff is permitted to temporarily disable the filter for that user.

While using public computers, a user's privacy is not guaranteed.

Conditions for Use of Computers

- All computers are available on a first come, first served basis.
- A session is one hour long. If other computers are available, a patron may extend his/her session.
- The computers will automatically shut down at closing. Users must conclude their work and leave the computer by that time.

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- Library patrons who wish to save their work must use a portable external storage medium or email a copy to themselves. Flash drives are available for purchase at staff desks.
- All printouts must be paid for, including pages printed accidentally or incorrectly unless instigated by equipment malfunction or staff intervention.
- As a courtesy to other users, no more than two persons may actively use a computer at the same time.
- Food or drinks without lids are not permitted at computer workstations.
- Users are responsible for complying with copyright laws.
- No hardware or software may be permanently installed on or deleted from the Library's computers. Flash drives, headphones, and personal handheld devices may be attached, so long as the device does not require external electrical power.
- No system settings may be changed.

Repeated violation of any rule may result in permanent loss of use of Library computers. The following violations *will* result in loss of privileges:

- Failure to relinquish the computer when one's time is up or at closing
- Failure to stop viewing an inappropriate site, when asked by staff to do so
- Failure to pay for printouts
- Changing settings on any computer or tampering with any equipment
- Any unlawful act

Wireless Access to the Library's Network

The Union County Public Library provides wireless access as a public service. The Library may restrict access to its network through the use of a password which users may obtain from a staff member. There are no age limits or other requirements for use of the wireless access.

Wireless access is provided to the public as a service free of charge on an "as is" basis with no guarantee and no warranty. The following conditions apply:

- In using this free Internet access, the user agrees and hereby releases, indemnifies, and hold harmless, the Union County Public Library and its employees from any damage to his own equipment that may result from the use of this wireless access.
- Library staff members are not able to provide technical assistance with personal computers, and assume no responsibility for laptop configurations, security, or changes to data files resulting from connection to the Library's network.
- The Library assumes no responsibility for the safety of privately owned equipment.
- Wireless access is provided during regular operating hours.
- Information passing through the Library's wireless access is not secured and could be monitored, captured, or altered by others.



- It is the user's sole responsibility to protect his/her information from all risks associated with using the Internet, including any damage, loss, or theft that may occur as a result of the use of the Library's wireless access.
- The Library filters all Internet access. This filter blocks those sites that violate the Federal Children's Internet Protection Act and/or the Union County Public Library's Acceptable Internet Use Policy. Filter Removal Requests will not be honored on privately owned computers.
- Wireless users must comply with the same acceptable use standards as users of library computers. Violation of the policy will result in loss of access to the library's network and/or being banned from the library.

Children

Until age 13, children are expected to use designated children's computers where no library account is required. Children may sign up for a 30 minute computer session. If no other users are waiting, up to four sessions per day are allowed.

Children under the age of 13 may use the adult computers provided they are monitored by a parent or guardian who remains with them during the entire time the computer is in use, and that the library account used to reserve the computer is in the parent's or guardian's name.

Teens

Teens (age 13 through 17) are expected to use the adult computers. Teens must have a library account in good standing. If no library card is presented, a driver's license or State Issued Photo ID must be presented, and a fee may be charged for Internet access. If the teen has no library account or ID, then the teen can use a computer without internet access.

Costs and Fees Associated with Computer Use

Computers with internet access are provided free of charge to Union County Public Library account holders. The following services and equipment are provided at an additional cost.

Printing	\$.25 B&W, \$.50 Color
1 Day Computer Guest Pass	\$2.00
USB Drive	\$5.00
Ear Buds	\$1.00

Should any computer equipment or component become damaged as the result of a preventable accident or malicious act, the Library will charge the person responsible a replacement fee according the following scale:

Component	Replacement Cost
Optical Mouse	\$10.00
Mouse Pad	\$5.00
Keyboard	\$15.00
Monitor (20 inch)	\$150.00
CPU	Fair Market Value