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## Computer Policy

### Purpose

The Boyertown Community Library (BCL) provides computer and Internet access to the general public as part of its mission. BCL strives to provide information beyond the physical extent of its collection by making public access computers available to meet the community's information needs. This includes providing a variety of installed software programs such as: word processing, publishing, and educational programs; and via the Internet, including special online databases.

### Disclaimer

BCL is not responsible for the content, accuracy, or availability of information on the Internet. Information found on the Internet may be out of date, inaccurate, unreliable, or incomplete. Patrons must exercise judgment and discretion in the use of information found on the Internet. The BCL Board of Trustees and BCL employees assume no responsibility for damages of any type arising from the use of any information, software, or data obtained from the Internet. The BCL Board of Trustees and BCL employees are not responsible for damages to patron owned equipment including laptops and PDA devices which may occur during use of the wireless network. This includes, but is not limited to, damage caused by configuration changes, viruses, spyware, or other malicious code received via BCL's wireless network. BCL is not responsible for ensuring the privacy of any information on a patron's electronic device or data sent or received while using BCL's computer workstations or wireless network.

### Terms of Use:

- A parent, guardian, or legal caregiver must be present and supervise children under age eight (8) while they are using a computer. Children aged nine (9) and under must be supervised while accessing the internet.
- Patrons using BCL's wireless Internet connection must agree to the Internet Use Policy and will be prompted to do so when connecting to the internet or Wi-Fi.
- Patrons using a library Internet workstation may be limited in total hours of Internet use per day. Patrons must close their work and leave the computer workstation when requested by staff. There is no time limit for patrons using the wireless network, but BCL reserves the right to change the policy in the future should it become necessary.
- Visitors may use Internet computers with a Library guest pass if they are here temporarily. Returning users will be encouraged to apply for a library card.

- Patrons may not use BCL's Internet workstations or the wireless Internet connection to transmit threatening or harassing material or engage in any activity that is deliberately offensive or creates an intimidating or hostile environment. Loud or disruptive behavior is prohibited.
- Hacking (purposely violating computer or network security) or the dissemination of viruses, harmful computer code, hoaxes, or deceptions is prohibited. Violations of copyright or software licensing agreements are prohibited. The proper authorities will be notified of any violations.
- Patrons may not damage, alter, or degrade computer equipment, peripherals, software, or operating configurations. Patrons may not shut down computer workstations.
- Patrons may not view, print, distribute, display, send, or receive images or graphics of obscene or pornographic materials or material that violates laws relating to child pornography while using library workstations or using the wireless Internet connection.
- BCL reserves the right to limit the number of people at each workstation. This is usually limited to two patrons at a workstation at any one time.
- Due to copyright laws, some protocols such as bit torrent and peer-to-peer file sharing are not allowed at library Internet workstations or through BCL's wireless Internet Connection.

### **Filtering**

BCL is required to filter the Internet. A patron over the age of 18 may request that the filter be removed, but the filter will not be removed in cases of a violation of the Computer Policy. Filters cannot be removed from any personal device using BCL's wireless connection.

### **Children and the Internet**

Library staff members do not serve in the place of parents and cannot act in the place of parents to provide supervision of children as they explore the Internet. The responsibility for what minor children view on the Internet rest with parents or legal guardians. BCL reserves the right to restrict Internet use by children to the workstations located in the Children's Wing. BCL reserves the right to restrict use of workstations in the Children's Wing to children only or children and their parents or guardians. BCL reserves the right to restrict Internet use by teenagers to the Internet workstations in the Teen section of the library. All Internet rules apply to the use of the Internet at workstations located in all areas of the library.

### **Printing and Downloading**

Print capability is NOT available through BCL's wireless network.

Printing is available from library workstations. Documents go into a print queue and a staff member will release the document(s) to the printer once payment is received.

### **Staff Assistance**

Library staff can offer basic instruction **as time permits** on various computer tasks. Patrons should be aware library staff have varying degrees of computer skills and are not to be considered instructors in all computer processes. Time available for instruction may be limited and patrons must be willing to

explore and search the Internet on their own. Appointments for more individualized help may be available.

If you encounter any problems, or if another person is engaged in offensive or illegal behavior, please notify library staff immediately.

### **Violations**

Library staff reserve the right to terminate any computer usage at any time. Patrons violating the Computer Policy may lose their computer/Internet use privileges.

1. A **Verbal Warning** is given for the first offense.
2. A **Written Warning** is given for the second offense. Possible suspension of computer/Internet privileges for a specified period of time may accompany the second warning.
3. The third offense will result in loss of computer/Internet privileges for six (6) months. Reinstatement may only be allowed upon submission of a letter to the Library Board of Trustees requesting a review of the case. Reinstatement is NOT guaranteed.

Disruptive behavior that violates the general Library Policies may result in termination of access to library property.

### **Close of Day**

The computer shut-down procedure for public access computer workstations automatically occurs fifteen (15) minutes before the library closes.

This policy will be reviewed annually by the Board of Trustees and the Director. Revisions may be made as needed to fit the needs of BCL, the community, and patrons.

Reviewed and amended 13 October 2010

Reviewed and amended 9 November 2011

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