

# PONTIAC PUBLIC LIBRARY

## COMPUTER USE POLICY

This Computer Use Policy is designed to provide all members of the public with fair, equitable access to computer services.

### LIBRARY CARDS:

- Pontiac Public Library patrons must use their own library card. Only up-to-date library cards in good standing (those having less than \$15.00 in outstanding fines) may be used. Library cards are used to track an individual's daily computer usage.
- Patrons using another person's library card (with or without permission) will have their computer privileges suspended. The library card will be confiscated and will only be given back to the card holder after showing appropriate identification.
- Guest cards are provided **only** to those people who are not residents of the library's service area who want to use a computer at the library. A guest card does not serve as a substitute for a patron who have forgotten or lost their card or for those who are not in good standing.
- A temporary card will be issued to those people who are not permanent residents of Pontiac. This card allows the holder to use a computer but does not grant borrowing privileges. The temporary card is granted for 30 days and may be renewed.

**TIME LIMITS:** The initial time limit may be 30 or 60 minutes. Library card holders have a daily limit of two 1-hour sessions per day, while those with guest passes are allowed two 30-minute sessions per day.

**SPECIFIC USE COMPUTERS:** Computers located in the Youth Services Department of the Pontiac Public Library are reserved for children 17 years of age and younger. Adult library cards will not work in this area. For patrons using word processing software only, there are two computers in the adult area.

**FILTERING:** The Pontiac Public Library network is filtered as described in the Internet Access Policy. Parents or legal guardians need to be actively interested in and are responsible for supervision their children's use of the Internet and other electronic sources. Parents or legal guardians are encouraged to discuss the use of the Internet in relation to family values and boundaries with their children and to monitor their children's use of the Internet.

**LIBRARY USE:** The Pontiac Public Library staff may reserve the computers for classes or other programming.

**CLOSING:** Computers and printers shut down automatically 10 minutes before the library closes.

**HEADPHONES:** Headphones are available for patrons to check out for library use only. Only patrons with library cards are able to check out the headphones.

**PRINTING:**

- Printing costs 10 cents a page.
- Prints must be paid for in advance. Money can be added to your account at the Circulation Desk.
- Any document that is printed is the responsibility of the patron. There are **no refunds** given to patrons who mistakenly print the wrong information. It is also up to the patron to pick up documents that were sent to the printer in a timely fashion.

**SAVING FILES & DOCUMENTS:** Patrons who wish to save their work need to save files and documents on their own floppy disk, memory card, CD disk, or USB drive. Pontiac Public Library computers do not allow users to save documents or personal files on the hard drive. USB drives are available for purchase at the Circulation Desk.

**DISCLAIMER:** Patrons use library computer software and hardware at their own risk.

- The Pontiac Public Library is not responsible for equipment malfunction, loss of data, any damages to the user's disks, data or electronic transactions of any type.
- The Pontiac Public Library is not responsible for the loss of any floppy disk, CD or USB drive.
- The Pontiac Public Library computers are filtered using the best available technology. However, users are cautioned that ideas, points of view, and images can be found on the Internet that are controversial, divergent, and inflammatory.
- The provision of access does not mean or imply that the Pontiac Public Library endorses or sanctions the content or point of view of any of the information or commentary which may be found on the Internet.

**STAFF ASSISTANCE:** Computing resources are self serve. While staff members are available to assist users with equipment, staff members will only provide limited assistance in the use of software. Users who need training should inquire about computer classes given by the library.

**ILLEGAL & UNACCEPTABLE USE:** Patrons may use library computers only for legal uses. Examples of unacceptable uses include but are not limited to the following:

- Attempting to crash, degrade performance, or gain unauthorized access to computer systems and networks.
- Damaging equipment, software, or data belonging to the Pontiac Public Library or other users.
- Using the Internet for malicious purposes such as intentionally propagating a virus.
- Sending unsolicited advertising.
- Attempting to gain or gaining access to another person's files or authorization codes.
- Using another person's identification, bar code or pin number, with or without permission.
- Using, disclosing, or disseminating personal identification information regarding minors without parental permission.
- Displaying obscene material, child pornography, or sexual content that might be harmful to minors.
- Harassing other users with messages, prints or images.
- Libeling, slandering, or maliciously offending other users.
- Violating copyright laws or software licensing agreements.
- Violating federal, state, or local laws, regulations, or ordinances.

**COMPLIANCE:** Failure to comply with this policy or with library staff directions may result in restriction or termination of the user's library privileges and may result in prosecution under local, state, or federal laws. Any person denied access to the library or its services may appeal in writing the denial to the Library Director. If the appeal is not resolved by the Director, it may be submitted in writing to the Library Board. The Library Board will provide the person with an opportunity to be heard before the deciding appeal.