



Clinton Community Library

COMPUTER USE POLICY

Access to a wide range of services and materials is available through the use of public access computers in the Library. In addition to reading this policy, patrons are asked to read the *Library's Internet Use Policy* and, if appropriate, the *Wireless Internet Use Policy*.

Using the Library Computers

There is no charge for use of the Library's computers. The computers are available on a first come/first served basis with voluntary ceding of a workstation if another patron is waiting. Under certain circumstances, such as during periods of public health emergencies, the library may limit the amount of time patrons may spend on public computers or set other requirements for use.

Work on the computer may be saved to removable media, e.g., a recordable CD or USB storage device. With the exception of these devices and headphones, hardware and software other than that provided by the Library may not be attached or used with Library computers. The Library is equipped with wireless access allowing patrons to use the Internet from their laptop computers. Printing from the computers is available at a small charge. The Library is not responsible for any damage that may occur as a result of conditions beyond our control such as computer viruses, electrical malfunctions, power surges, etc. Library staff provides limited assistance for basic start up procedures but cannot offer in-depth personal instruction in the use of a personal computer or software applications other than the Library's own automation software and electronic databases. A patron who needs more than the basic assistance and guidance is encouraged to register for a one-to-one tutorial with Library staff.

Use of Computers by Minors

Parents or legal guardians must assume responsibility for deciding which Library resources are appropriate for their own children. Children under the age of 10 must be supervised by a parent or designed adult while using the computers.

Misuse of Library Computers

Computers users are bound by local, state and federal laws relating to copyright, security, obscenity, materials harmful to juveniles and other laws regarding electronic media. *Illegal acts involving Library resources may be subject to prosecution by local, state or federal officials.*

Computers may not be used in a manner inconsistent with the Library's tax exempt status or its proper orientation. Users may not operate a business or distribute unsolicited advertising.

Users are not permitted to store or copy any software or other data on the hard drives of the Library's computers, or to alter the programs currently installed on the Library's systems, or to access any aspect of the Library's network without authorization

Users may not engage in any activity that is libelous, harassing or maliciously offensive or that invades the privacy of others. Users may not use sounds or visuals on the computer that disrupt other Library patrons.

Misuse or unauthorized use of Library computers and information resources may result in revocation of Library privileges.

Approved by the Clinton Community Library Board of Trustees on March 9, 2015.

Amended by the Clinton Community Library Board of Trustees on June 8, 2020.

