

AR 5701 - Public Access Computer Policy

Purpose

The purpose of the administrative regulation is to cultivate organizational efficiency with procedures that ensure effectiveness. For efficiency, the *Library* is responsible for developing consistent guidelines for adequate service operations. The Administrative Regulation involves protecting the computing infrastructure and its use.

Guidelines for Public Access Computers

The computing environment at the Hammond Public Library is a valuable resource shared by the community of library users and staff. To ensure the resources are safe, secure and available to everyone, it is imperative that the network and its public access computers are used in an ethical, professional and legal manner.

It is not within the purview of the *Library* to monitor access to or content of any resources for any segment of the population. The *Library* also reserves the right to intervene when activities cause disruption or a complaint is received in violation of either local, state or federal laws.

- 1) Public access computers are assigned on a first-come, first-served basis;
- 2) Study rooms with public access computers are available upon reservation for a total five hour increments (i.e., 2 hours, 2 hours, 1 hour) per day;
- 3) Individuals interested in using public access computers and / or the network must sign and submit the Administration Regulation (AR) 3001 - Registration for Library Cards with valid proof of identification and residency; and:
 - a) Out-of-State cardholders and also non-participating members of the Statewide Reciprocal Borrowing Covenant (SRBC) must pay required fees;
 - b) Represent oneself as another person Use of another person's library card is expressly forbidden and will be subject to loss of privileges; and
 - c) Other patron may be issued one (1) Guest Pass per day
- 4) Computer access is prohibited when patrons have unpaid fees and fines in excess of ten (\$10.00) dollars or more; and:
 - a) Individuals with delinquent records are required to pay a minimum of three (\$3.00) dollars per visit
- 5) Computer users must remain at the workstation during usage; and:
 - a) Abandoning or leaving the computer for fifteen (15) minutes or more constitutes ending the session; and
 - b) For social distancing and public safety measures, one individual per computer is recommended; and
 - c) Accommodations for parent and child or teacher and student may be allowed
- 6) Equitable computer usage is established to accommodate all individuals on an equal basis; and:
 - a) For maximum availability, adults may be limited to a one-hour session;
 - b) Youth under age 14 may also be limited to a one-hour session;
 - c) Young adults aged 14+ years old are allowed to use computers located in the Teen section for one-hour;
 - d) Patrons are expected to vacate the computer workstation when the time limit expires; and
 - e) Upon request, an individual may be granted an extended period of time

Guidelines for Public Access Computers (Continued)

- 7) The Library does not assume responsibility, control or make guarantees either expressed or implied with respect to information on the Internet; and:
 - a) Individuals are reminded that some information on the Internet may not be accurate, complete, current or confidential;
 - b) Users are advised that the computers are public and personal information is entered at their own risk;
 - c) Users should exercise judgment in sending content deemed confidential or that they otherwise do not wish to disclose;
 - d) Parents, grandparents and / or guardians assume legal responsibility and are also encouraged to monitor and supervise the child's Internet use;
 - e) Information created, sent or received may be subject to audit and monitoring; and
 - f) At the end of the computer session, personal files are deleted from the hard drive
- 8) Altering, detaching or attaching equipment to public access computer, electrical wire outlets or telecommunication lines or the specific reprogramming of the configuration or altered software setup is prohibited; and:
 - a) Users are liable for repair or replacement costs due to equipment or software damage; and
 - b) Based on the damages, computer privileges will be revoked
- 9) Media containing software or self-installing files cannot be used on the computers;
- 10) Laptop computers, other mobile devices including headphones, memory cards and USB devices can be used; and:
 - a) Patrons are responsible for supplying their own media for using ports and slots: and
 - b) Peripheral devices including portable headphones and / or personal USB devices are allowed;
- 11) Competent staff is available to assist patrons in selecting or suggesting information resources to meet their needs and to provide some computer assistance, but cannot provide in-depth training on Internet and computer use except during regularly scheduled classes

Information Regarding Printing and Other Peripherals

All cardholders and individuals with a Guest Pass have access to the Wireless printing options.

- 1) Wireless printing is accessible and patrons are solely responsible for the following Print functions; and:
 - a) Printing is available via mobile device including smartphone or tablet and from a home, office or school;
 - b) Print jobs are purged from the Release Queue after 24 hours;
 - c) Fees for black and white computer print copies are ten (.10¢) cents, and twenty-five (25¢) cents for color;
 - d) Costs associated with material submitted to the Library's Release Terminal including material printed in error are non-refundable; and only paper provided by the Library is used
- 2) The Library's wireless network is unsecure and does not guarantee safety across the network; and:
 - a) For maximum availability, adults may be limited to a one-hour session;
 - b) The *Library* reserves the right to inspect any suspected media

Activities Relative to Revocation of Computing Use Privileges

To protect against unacceptable use, the following is a list of activities that may result in the loss of public access computer privileges but are not restricted to:

- 1) Divulging passwords, PINS or similar items to others;
- 2) Using password cracking programs on computers;

- 3) Using network scanning tools or scripts;
- 4) Modifying e-mail headers and forging, or 'spoofing' e-mail;

Activities Relative to Revocation of Computing Use Privileges (Continued)

- 5) Stealing another person's identity;
- 6) Unauthorized access to other users' accounts and files;
- 7) Modifying or destroying Library data;
- 8) Using the networks to download music or video files that violate copyright and intellectual property laws;
- 9) Sending unauthorized bulk (spam) e-mail from computers;
- 10) Any activity that interferes with normal network performance; and
- 11) Violation of computer security and software licensing agreements
- 12) Violation of another user's privacy or harassment of other users
- 13) Use the Library System's computers and/or Internet access to Engage in any activity that is deliberately offensive or creates an intimidating or hostile environment

Legal Matters Relative to Computer Usage

Patrons are required to operate public access computers in a responsible, lawful manner. Parents, grandparents and / or guardians assume legal responsibility for the minor child's computer session. Manipulation of the computer and its network for purposes that violate applicable state, federal or local laws are prohibited. When engaged, the following acts will revoke computer use privileges:

- 1) Abusive use of equipment that includes hacking and unauthorized access;
- 2) State and federal laws including guidelines regarding copyright and intellectual property must be complied with; and:
 - a) Copyright laws must also be complied with regarding software usage and installations
- 3) Intentional damage of software and / or equipment;
- 4) Exploitation, dissemination of obscene, sexually explicit or suggestive material; and
- 5) Viewing of child pornography is subject to federal and state prosecution

Use Agreement

The policy applies to individuals that use *Library* computers or the network indicates agreement to and understanding of *Library* policy. By using Hammond Public Library's computers, Users agree to conform to all regulations contained in this policy.

Staff, who observe violations of this policy, will ask Users to stop using the *Library's* computers, may suspend the User's card and Internet privileges, ask the User to vacate the *Library*, and / or contact law enforcement.