

**Union County Library System
Computer and Internet Use Policy**

The Library's public computers and Internet are available for free to all people who enter our doors and comply with the rules and uses outlined below. This Policy applies to all users of the Library's computers and Internet. A user's access to the use of the Library's computers and the Internet at all three system libraries will be terminated for any perceived or suspected violations of this Policy.

General Rules for Use of Library Computers

1. All users must register with a Library staff person before using a computer.
2. Parents and guardians are responsible for the information and materials accessed on Library computers by minors under the age of 18.
3. Computers are available on a first-come first-served basis. There is a 60-minute time limit on use of all Library computers if another person is waiting.
4. All computers will be turned off 15 minutes before the Library closes for the day.
5. Users are responsible for damage to the computer they are using. Replacement costs will be charged to the user registered on the computer at the time of the damage.
6. Print outs cost 20 cents per sheet for black and white and 30 cents per sheet for color regardless of whether you supply the paper. Please use the "Print Preview" option listed under "File" on the top tool bar to avoid printing unwanted sheets.
7. Users may not download or install any software or programs to the hard drive (C:).

Acceptable Use

1. Users are expected to behave according to the Library's posted Rules of Behavior.
2. Users are to be polite, considerate of other patrons, and use appropriate written and spoken language while using the Internet. Users must maintain a low volume level when using headphones or speaking so as not to disturb others.

Unacceptable Use

1. Viewing, transmitting or downloading of explicit sexual material as defined in the Pennsylvania Criminal Code, Section 5903 is strictly prohibited and is a felony offense.
2. Uses that violate the law or encourage others to violate the law including but not limited to transmitting offensive or harassing messages; offering illegal substances for sale or use; hacking; downloading or transmitting confidential, trade secret information, or copyrighted materials or committing an act of fraud. U.S. copyright law (Title 17, U. S. Code) prohibits the unauthorized reproduction or distribution of copyrighted materials except as permitted by the principles of "fair use".
3. Uses that jeopardize the security of the computer network including but not limited to unauthorized use of personal software programs on the library's computers, tampering with or altering the Library's computer settings, software or hardware, or any other use that damages Library property.
4. Uses that compromise the safety and security of minors when using email, chat rooms and other forms of direct electronic communications. For minors under the age of 18 this includes but is

not limited to giving others private information about one's self or another, including credit card numbers and social security numbers or arranging a face-to-face meeting with someone met on the computer network or Internet without a parent's permission; disclosing user names or passwords.

Computer Usage Agreement

1. The Library does not act in place of a parent and will not be responsible for enforcing parental restrictions on minors that are beyond the scope of this policy. All Internet terminals are filtered pursuant to the federal Children's Internet Protection Act. The Internet filter includes but is not limited to, obscenity, child pornography, and other materials classified as harmful to minors.
2. The user recognizes that when using public computers to place orders on the Internet, others may access personal information such as credit card numbers.
3. The Library is not held responsible for:
 - Any charges incurred by users of the Internet
 - The content or accuracy of information found on the Internet. Use of any information obtained via the Internet is at your own risk.
 - Disclosure of confidential or financial information patrons may type into the computer or send over the network.
 - Unauthorized security breaches. By connecting to the network, users acknowledge all associated risks
 - Physical damage to personal devices plugged in to library infrastructure (power, network, etc.).

Using a Personal Device on the Library's Network

1. All users must comply with the terms of this Policy, specifically the Acceptable and Unacceptable Use provisions.
2. Printing is available through the Library's public printers. Personal documents can be transferred to either a compatible storage medium or the Internet/email.
3. No staff support is available to configure your personal device to use on our network.
4. Users are encouraged to adhere to good computer and network security practices, including but not limited to using a personal firewall and regularly updated antivirus software and applying all security related patches to personal software.
5. The Library assumes no responsibility for the safety of users' equipment or for any damage that might occur to computer configurations or data files resulting from connection to the Library's wireless network.

Adopted: August 7, 2018