

Falconer Public Library Computer & Internet Use Policy

(Adopted 2020)

The library provides Public Access Computers (PACs) for card holders and guest. The library also provides free wireless access for use with your own device. Any conduct that violates the Rules Governing the Use of the Library may result in loss of library privileges and/or criminal prosecution or other legal action. Access to the library's computer equipment and the Internet is a privilege, not a right. Failure to comply with library policies and procedures may result in forfeiture of the use of library equipment, Internet access or general library privileges.

Acceptable use of the Falconer Public Library's electronic resources – whether networked or wireless – includes, but is not limited to, the following;

- All computer users must have a signed form stating they have been provided this user policy. Patrons under the age of 18 must have their form signed by a parent or guardian in order to use the library computers.
- Patrons under the age of 15 must be supervised by a parent or responsible adult 18 years of age or older while using the computer.
- There is no time limit on computer use unless others are waiting – then computer use is limited to ½ hour.
- Users shall not use the library's electronic resources for illegal or criminal use.
- Users shall not harass, slander or maliciously offend others.
- Users are expected to work quietly and use the equipment carefully. The computers must be used within the confines of currently installed software and hardware.
- Users shall be responsible for any damage they cause to library equipment.
- Use of computers in the library to view, display or disseminate pornography or material that is obscene or harmful to minors is prohibited.
- We reserve the right to limit the number of people at each computer station.
- Headphones are provided at each computer for use with audio files.
- Please report any computer or printer problems to the librarian on duty.
- Printing is available to patrons using computers. Paper can be obtained at the circulation desk at a charge of \$0.15 per page. A photocopier is available on main floor for multiple copies.
- While library staff will assist in accessing software provided for public use, we cannot provide in-depth personal instruction in the use of the Internet or personal devices.
- Computers with assistive technologies are available for people with disabilities.
- The library is not responsible for damage to personal property or loss of personal data from use of library equipment or software.
- The library cannot guarantee the privacy or security of information transmitted via library computers. We urge all Internet users to be very cautious in using library computers to transmit important personal information such as social security numbers, credit card numbers, bank account numbers, etc. Users should always properly close all applications before exiting any system to protect private information – please do not shut the computer down. The library assumes no responsibility for any financial or other losses which may result from the use of library computers.
- Public Access Computers (PACs) maintained by the library are configured to remove all locally saved user information at the end of each day
- The library reserves the right to terminate a computer session that disrupts library services or that involves user behavior that violates the library's policies.
- Amendments may be made to these governing rules at the discretion of library staff.