

## COMPUTER/INTERNET POLICY

The Siuslaw Public Library District is committed to providing free and open access to a broad range of informational, recreational, and cultural resources for library patrons of all ages. The District cannot control the information available over the Internet and is not responsible for its content.

Internet access is available through the Library's computers and through patrons' personal wireless devices.

While using the Library's internet access, the Library asks patrons to please follow the guidelines below:

- Ask for help if needed. As with printed information, patrons are encouraged to determine for themselves the validity of information found electronically. Staff may be able to assist with locating appropriate resources, basic internet use, and use of computer software, but may not always be available. User guides and reference books are available.
- Remember that you are responsible for the security of your personal information and equipment.
- Respect the privacy of other computer users.
- Comply with signup and time limitations for each computer area.
- Remember that the Library does not filter internet content and parents and legal guardians are responsible for their children's use of the Library's computers including internet access.
- Keep conversations at a volume that does not disturb other library patrons.
- While using the library's computers or personal electronic devices, use headphones or mute the sound to avoid disturbing other library patrons.
- Remember that computer areas are food and beverage free zones as are most areas of the library.
- Be sure that any child who accompanies you to the Library is supervised while you are using library computers.

- Print only what you need, pick up your printing immediately, and pay for your printing when finished.
- Remember that the Library, for many reasons, cannot guarantee that access to the Internet is always available.

In order to make the Library's computer and internet access resources available to as many users as possible and to make sure that the equipment is used in a manner consistent with the Library's Rules of Conduct, the Computer/Internet Policy also includes the following rules:

- Library computers and wireless internet access may not be used in a manner that threatens to damage or does damage to library computers, printers or the library network. This includes but is not limited to attempts to alter hardware or software; attempts to download, install or create any harmful program including spyware, viruses, Trojans, malware or any other illegal utility; and attempts to access other computers on the library network.
- The Library's internet access may not be used for purposes which violate federal, state, or local laws. This includes but is not limited to transmitting or receiving obscene materials or transmitting harassing, threatening or libelous materials; distribution of unsolicited messages (SPAM); and violating copyright or trademark laws, software licensing agreements, and/or intellectual property rights.
- Failure to comply with the Library's Computer/Internet Policies and/or the Library's Rules of Conduct may result in the revocation of computer and/or library privileges. An appeal process is contained in the Library's Rules of Conduct.

Exceptions to these policies and rules are at the discretion of the Library Director or a designated staff person.

*Adopted by Board of Directors:* April 22, 1999  
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*Revised by Board of Directors:* May 16, 2012  
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