

WEBSTER COUNTY LIBRARY

COMPUTER & INTERNET USE GUIDELINES

The library provides computers for accessing the internet, checking email, research, etc. There is no charge to use these computers and to log on you need an active Webster County Library (WCL) card in good standing or a temporary guest pass. A replacement library card may be obtained with proper ID and payment of a \$2.00 replacement fee. A temporary guest pass may be obtained with ID to ensure the user does not owe the library any fees. A guest under 18 years of age cannot receive a guest pass unless accompanied by a parent or guardian.

The library's computers are available on a first-come, first-served basis.

AGE RESTRICTIONS AND INTERNET ACCESS

Computers may be used by people of any age, including minors, with a library card in good standing or guest pass.

No more than two persons may use a computer workstation at a time.

Adults using computers are responsible for the behavior of any accompanying children.

Parents or guardians are responsible for all computer access and wireless internet activity of their children while in the library. The library strongly encourages that children using the internet be supervised by a parent, guardian, or legal care giver.

Dependent on library location, there are computers available for preschool children that do not have internet access and instead feature a variety of educational games. An adult should supervise any children who need help using these computers.

As required by the Children's Internet Protection Act, all internet-accessible computers are filtered with a technology protection measure to block access to visual depictions of material deemed obscene or child pornography, or to any material deemed harmful to minors. Despite the library's use of internet content filters, WCL does not guarantee that minors or others will not access objectionable materials on computers, or use computers for activities, that may be considered to be inappropriate or unlawful.

Technology protection measures may be disabled or, in the case of minors, minimized only for bona fide research or other lawful purposes.

The library has no control over the information on the internet and cannot be held responsible for its content. Users should be aware that information on the internet is not necessarily current, accurate, or complete. Users must accept responsibility for evaluating the content of material found on the internet and exercise discretion in their use of it.

PATRON CONDUCT

Because the library is a public space, the library requires that you use the internet computers in a responsible manner. This includes respecting the rights of others, not invading the privacy of others, and not engaging in any prohibited activity or that could reasonably be considered a violation of state or federal law. Failure to abide by these standards may result in a verbal warning, a written warning, loss of computer privileges or removal from the building.

COMPUTER HELP

Staff members are available to troubleshoot basic problems but are not available for one-on-one assistance and cannot give in-depth instruction in the use of the computers, programs, or the internet. Library staff cannot input data on your behalf nor manipulate your personal device.

COMPUTER TIME LIMITS

You may use the internet computers for a maximum of 1 hour per person per day. Depending on computer availability, your time may be extended for an additional hour. The internet computers will monitor your time and automatically shut down when your time limit is reached and/or ten minutes before the library closes. You will receive a warning before your session ends. To extend computer time immediately ask staff for an extension. You may not gain additional time by using another person's card.

DISKS, DRIVES AND HEADPHONES

Personal files or software cannot be saved or installed on the hard drives of any of the library's computers. You must save any work to your own removable USB flash drive before your computer time is up. You may use files or music on a CD you bring with you, but library computers cannot be used to record (save) files to CDs or DVDs. Bring your own headphones or earbuds if you intend to listen to online content. Sound from headphones must not disturb others.

PRINTING

Printing is available for 15 cents per page for black and white printing. Color printing and printing from the wireless network are not available.

Please ask for assistance if you are having trouble printing. When printing, you will be asked to verify and agree to pay for the number of pages being printed and the total cost. Please be sure to complete all print jobs before your computer time expires, and check to make sure everything has printed properly before you log out or close your document.

LIABILITY

Anyone using the library's public access computers, wireless internet (Wi-Fi), hardware, or software does so at their own risk. The library does not accept responsibility for damage to or

loss of personal devices nor loss of data or documents. Users are responsible for saving their own work and for asking for assistance if needed. Additionally, the library cannot guarantee your confidentiality or safety on the internet.

Costs of repairing or replacing damaged or stolen equipment may be passed on to the individual(s) responsible for the damage.

WIRELESS INTERNET (WI-FI)

The library has wireless internet access that may be accessed with a user pass. A pass is obtained at the circulation desk and allows access for up to 3 hours. Library staff will ask for photo ID to ensure the user does not owe the library any fees. Printing from the wireless network is unavailable. It is solely the responsibility of the wireless device owner/user to provide updated antivirus protection and anti-malware software, and to configure personal equipment with appropriate security settings to control access from other wireless devices within library facilities and the internet itself, while using the library's network.

NOTICE: *Violating the rules above and/or abusing other computer users, staff, hardware, or software may result in the loss of computer privileges.*

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