Twin Falls Public Library
Computer Use and Internet Access Policy

<u>Usage Guidelines</u>

In an effort to ensure that the use of the Internet is consistent with the mission of the Twin Falls Public Library the following shall apply:

- Use of the computer is free with a valid Library card or Computer Use only card.
- Express stations are available to patrons who do not or cannot acquire a library card. Patrons must use designated express stations that will have a 15-minute time limit.
- Printing is available from all Computer stations on a prepaid basis. Black and white copies can be made at $.15 each; color copies can be made at $.25 each. Users may store up to $25.00 in their prepaid accounts.
- Computers are available on a first come, first served basis, and may not be reserved.
- Sessions on the public computers are limited to 120 minutes. There is a mandatory 30 minute break between sessions. Multiple sessions are allowed in a day.
- Patrons who require longer than 2 hours completing their work (writing a paper, resume, filling out an online form, etc.) may ask library staff for an extended period of time.
- Time extensions are granted at the sole discretion of library staff, based on demand for public computers.
- Attempting to evade or bypass computer time limits by using multiple library cards, may result in loss of computer privileges.
- Patrons under the age of 18 are to use the Computer Stations in Youth Services. Parents and legal guardians are responsible for their children's use of the computer.
- Patrons who wish to hear audio content on Library computers must use headphones. Patrons may check out headphones with their library cards or purchase earbuds at the Circulation Desk.
- Flash drives may be purchased at the Library for use in the computers. Certain other peripheral devices may also be used on designated computers.
- Installation or downloading of software is not allowed.
- The Library's computers may not be used for any illegal or criminal purposes including but not limited to:
  - Attempting to damage computer equipment or software
  - Causing degradation of system performance
  - Violating copyright laws or software licensing agreements
  - Engaging in any activity which is deliberately and maliciously offensive, libelous, or slanderous

- ○ Using the Library's Internet service to gain unauthorized access to the Library's networks or computer systems or to any other network system

Internet Access

Twin Falls Public Library provides access to the Internet in support of one of the Library's role as a leading public provider of information and lifelong learning resources.

Even though the Library has no control over what content, including information and images, are available on the Internet, Library Staff is available to identify specific starting points for searches and links to sources that are considered accurate. The Library, however, assumes no responsibility for the content or accuracy of information or images which users may access on the Internet.

As required by Idaho Code, § 33-2741, the Library has implemented content filtering on all Internet connections, including publicly accessible wireless Internet, to help prevent access to inappropriate content. Any patron, 18 years of age or older, may request that the filter be disabled by staff when use is for lawful purposes. Because content on the Internet changes often, the Library cannot protect users from all information and images which they may find offensive or disturbing.

The Library affirms the right and responsibility of parents or legal guardians to guide their children's use of all Library resources, including use of the Internet. The Library does not provide any monitoring except as may be required to ensure compliance with Library policies and/or procedures.

Internet access provided by the library is shared by users of all ages, backgrounds and sensibilities. Individuals are to respect the sensibilities of others. Use of the Library Internet for such things as accessing pornography, extreme violence or illegal activities is deemed inappropriate and unacceptable.

Users are also cautioned that because security in a *digital environment* such as the Internet cannot be guaranteed, all transactions, files, and communication are vulnerable to unauthorized access and use, and therefore, should be considered public.

Disclaimers of Responsibility:

The Library assumes no responsibility and liability for any loss, harm or damage incurred by anyone using the Library's computing resources. All computer users at Twin Falls Public Library agree to hold the Library harmless from any claims, losses, damages or obligations related to the use of the computers.

The same rules of conduct that govern the use of all Twin Falls Public Library facilities and collections apply to the use of the Computers.

Users who violate this Computer Use and Internet Access Policy may face restrictions based on the discretion of the Library. For serious or repeated offenses, users may be permanently banned at the Library Director's discretion.