POLICY ON PUBLIC ACCESS COMPUTERS

Otis Library provides public access to the Internet as part of its ongoing commitment to make information available in a variety of formats and from a variety of sources. The Internet is a global and unregulated information network. It has resources that can educate, inform, and entertain. However, access to material of a controversial or mature nature, as well as to material that is not accurate, complete, or current is unavoidable. Otis Library cannot control the information available through the Internet and does not accept responsibility for its quality, accuracy, or currency. Otis Library advises users to exercise good judgment when evaluating the usefulness and reliability of material found on the Internet.

Children's Department computers with Internet access are equipped with filters. While this blocking software is intended to prevent access to materials that would not be generally acceptable, it is technically impossible to prevent access to all objectionable resource. Computers in the Children's Department are for use only by children.

Computers in the Young Adult Department are only available to students in grades 6-12.

As with all Library materials, restriction of a child or teen's access to the Internet is the responsibility of the parents or legal guardians. The Library staff cannot and does not act *in loco parentis.*

Internet access in the Adult Department is not filtered. Otis Library upholds and affirms the right of each adult to have access to constitutionally protected material.

Internet computers may be used only for lawful purposes. Unacceptable uses include, but are not limited to:

- Accessing material that is obscene, pornographic, or harmful to minors consistent with state laws and/or local standards
- Harassing, libeling, or slandering of others
- Destruction of or damage to equipment, software, or data belonging to the library or other uses
- Changing the library's set-up of software or hardware
- Disruption of unauthorized monitoring of electronic communications
- Unauthorized copying of copyright-protected materials.

The Library's Internet workstations are located in public areas that are shared by patrons of all ages. Internet users must refrain from accessing potentially offensive information or images. It is the user's responsibility to exercise good judgment when accessing the Internet and to be alert to any information or images that could be considered offensive to other patrons.

User session and/or Internet privileges will be suspended or revoked if, in the opinion of the Library staff, use and/or behavior at the Internet workstations is not in accordance with this policy or with guidelines for use. In addition, illegal acts involving the Library's Internet connection may be subject to prosecution by local, state, or federal authorities.

Fines: In the event of excessive fines, patrons may not be able to access the Internet until their fines have been paid. Please see the **Fines Policy** for information.

GUIDELINES FOR USING PUBLIC ACCESS COMPUTERS:

1. Users should have basic computer skills. Library staff will attempt to provide elementary instruction, but their availability to assist users on Internet operations is limited.
2. Public access computers are available on a first come, first served basis. There is no advance reservation.
3. People MUST use their own library cards to login when accessing computers.
4. Guest passes will be given to patrons from out of state or those waiting for the proper identification to obtain a library card. Guest passes are given per arrangement with the Children, Young Adult, and Adult Librarians.
5. Computer Limits: Because of limited computers in the library, users are limited to the following times (If there is no one waiting, extra time may be added to the session)
   - Children: 45 minutes
   - Young Adult: 30 minutes
   - Adult: 60 minutes - If there are no computers available, patrons may put their names on a wait list for the next available computer.
6. A maximum of two persons may use a public access workstation at one time.
7. Printouts will be charged $0.15 /black and white page and $.50/color page.
8. Users may not alter the setup of computers or try to modify or gain access to administrative files or passwords.
9. Headphones are required if a patron has turned up the audio sound. Headphones are available for purchase at the Children's, Circulation, and Business Desks for $1.00 each.
10. Downloading information to a flash drive is permitted. Flash Drives are for sale at the Reference Desk: ½ GB for $5.00 and 1GB for $8.00.

11. Saving Policy: When the computer is turned off or logged off all information is wiped clean. Therefore, patrons MUST save their work to a FLASH DRIVE or other means (email, Google Docs) and NOT on the computer.
12. Computers will be turned off 15 minutes before the Library closes (this includes the WIFI access as well).
13. Periodic downtime might be required for repairs, maintenance, upgrades, or technical difficulties.
14. Otis Library assumes no responsibility for damages directly or indirectly to work lost.
15. Otis Library reserves the right to revise these guidelines as necessary.