



Pickerington Public Library Computer Use and Internet Access Policy

Board Policy

Date Approved: 4/15/2019
Effective Date: 4/15/2019
Replacing Policy Effective: 11/10/2014

The Pickerington Public Library (PPL) provides Internet connectivity and computer equipment in support of its mission and vision. The Library maintains the network in order to provide immediate access to information for the educational, enjoyment, and professional and personal development purposes and provides free access to all individuals/groups in the community.

The Internet, as an information resource, enables the Library to provide information beyond the confines of its own collection. While it offers access to a wealth of material that is personally, professionally and culturally enriching, the Internet also enables access to some material that may be offensive, disturbing, illegal, obscene, and/or inaccurate.

The Pickerington Public Library does not assume liability for the reliability of the local network, the Internet, or for the accuracy and/or quality of content found therein.

Library customers who access the Internet at the Library are responsible for scrutinizing its contents for reliability. The Pickerington Public Library is not responsible for the content of websites accessed by Library users, nor is it responsible for the materials viewed by users on or from the Internet.

In using the Library's computers, users agree to this policy and its terms.

Administrative Procedure

Date Approved: 4/15/2019
Effective Date: 4/15/2019
Replacing Administrative Procedure Effective: New

The following procedures have been developed to accompany and support the Library's Computer Use and Internet Access Policy as outlined above:

1. Access to Computers at the Pickerington Public Library

Customers must have a valid Pickerington Public Library card in order to use public computers.

Customers who are Ohio residents but who do not have a Pickerington Public Library card may create a new card to access computers and other Library resources, per the Library's Cardholder Policy.

Customers who do not reside in Ohio but who wish to use the Library computers are eligible to receive a temporary guest pass, good for a single one (1) hour session on a library computer. Customers who request a guest pass may be asked to show photo ID that verifies out-of-state addresses.

There is no charge to use Library computers.

2. Filtering

The Pickerington Public Library has equipped all public Internet-access computers with filtering software. The Library recognizes that filtering software is far from perfect, and that it may allow some inappropriate content to pass through or can block appropriate sites from view.

Customers who believe that an appropriate site has been blocked can ask Library staff members to check that site for review.

3. Food and Beverages

All food and beverages in the vicinity of the Library's computer equipment must be closed, sealed, or otherwise stored. Computer users who do not comply with this policy may have their computer privileges revoked for the day.

4. Misuse Use of Library Computers

Misuse of any Library computer may result in a warning, immediate suspension of computer privileges, or loss of Library privileges. Definitions of misuse include, but are not limited to, the following:

- Using the computer or wireless network for unauthorized, illegal or unethical activities, as defined by all federal, state, and local laws
- Hacking into the Library computer system or any other computer system
- Damaging or attempting to damage computer equipment or software
- Interfering with systems operations, integrity or security
- Gaining unauthorized access to another person's files
- Misrepresenting oneself as another person.
- Creating or sending harassing or malicious messages to other computer users or Library staff
- Online gambling
- Violating copyright laws and software licensing agreements
- Customers may not use the Internet for unauthorized copying of copyright-protected material.
- Duplication of the Library's software, as this would constitute violation of the copyright law
- Altering or attempting to alter the Library computer's settings
- Accessing or displaying obscene and sexually graphic text, graphics, and/or audio, as defined in sections 2907.01 and 2907.31 of the Ohio Revised Code.

Issues not covered here fall under general Library policies and operations.

5. Laptops

Laptops have been made available at all locations of the Pickerington Public Library for customer use. All computer and Internet use guidelines outlined elsewhere in the Computer Use and Internet Use Access Policy apply to laptop use.

Customers must present a Pickerington Public Library card in good standing, defined as a card with fees amounting to fewer than \$10.00, in order to check out laptops. Customers must also relinquish photo ID, such as a driver's license or student ID, or another form of collateral as considered acceptable by library staff, to be held until the laptop and its peripheral equipment are returned.

There is no time limit on laptop use. Laptops are made available on a first-come, first-served basis.

The Library assumes no responsibility for damages that result from the use of laptop computers.

6. Limitations of Use

Customers may not use personally-owned software programs on Library computers or other equipment.

Customers must use their own portable storage devices, and may not save data to the hard drive of Library computers. The Library is not responsible for the loss of personal data when using Library equipment or the Library's wireless network.

Library staff are available to help customers get started on the computers and to assist with minor problems as they pertain to use of Library equipment. Staff cannot provide in-depth, one-on-one or group training, nor can they resolve compatibility problems with customers' personal devices.

7. Parental Responsibility

The parent, legal guardian, or caregiver for minor children at the Library assumes responsibility for supervising access to and use of Internet resources in the Library. The parent, legal guardian, or caregiver is further responsible for setting standards, establishing guidelines, and overseeing the use of electronic resources by minor children. Library staff does not control the websites children and teens may select. Children under the age of twelve (12) must be accompanied by an adult while using the Library's computers, per the Library's Unattended Child Policy.

Internet access computers have been made available in the Youth Services area of the Pickerington Main Library for use by minor children and their parents and caregivers.

The Library also makes available non-Internet enabled computers for children and caregivers that are pre-installed with educational software.

8. Printing

Printing is available on all computer lab computers for a nominal, per-page fee. All fees for printing are posted alongside the computer equipment for customers to review before printing.

Wireless printing is available for Library laptops, as well as for personal mobile devices, at all locations, also for a nominal fee.

9. Privacy

To ensure the privacy of each user's personal accounts, computer users must log off email, banking accounts, social media accounts, and other personal accounts, after using each application.

To ensure further the privacy of each user's personal accounts, computer users must log off each computer session.

The Library assumes no responsibility for any account that remains open and is accessed by another customer.

The Library cautions its users that the Internet is not a secure medium. The Library is not responsible for any damages that may occur as a result of Internet activity.

10. Quick Print Terminal

For computer users who do not wish to engage in a two-hour computer session, the Library makes available at all locations a quick-print terminal. Quick-print terminals are limited to fifteen (15) minute sessions and provide access to the Library's printing equipment.

The Quick Print Terminal is accessible to Library cardholders and guest pass users.

11. Session Time Limits

The Library reserves the right to regulate the use of computer workstations. Unless subject to maintenance, computers are available for the public to use during Library hours.

Users at computer workstations may use computers for two (2) hours at a time. Computer sessions can be extended beyond the initial two-hour period if other customers are not waiting for an available computer, at the discretion of Library staff.

There is no time limitation on laptop use. Laptops are available on a first-come, first-served basis.

12. Software

Computer workstations at the Pickerington Public Library are set up to run only pre-installed software. Additional software downloads are not available on library equipment.

Computer workstation users who attempt to download their own software, or who attempt to change the set-up of library software, will be considered in violation of the Computer Use and Internet Access Policy and will have their computer use privileges revoked and may have their library use privileges revoked.

13. Wireless

The Pickerington Public Library provides free public Wi-Fi access to customers using their own devices within the Library building. The Wi-Fi network is subject to the same filtering as library computers.

The Library assumes no responsibility for damages arising from use of its Wi-Fi network.

14. User Security

The Pickerington Public Library does not assume responsibility for the reliability of the Internet or accuracy of the information found on the Internet. Users should be aware the Internet is not a secure medium and third parties may be able to obtain information regarding users' activities. Pickerington Public Library assumes no responsibility for claimed damages of any kind arising out of the use of the internet computers. Pickerington Public Library is not responsible for the loss of customer's data when using our machines or network.