Computer and Internet Use Policy

The Huntington Memorial Library (HML) is pleased to offer computers to the public to access the internet and use basic office software. The computers may be reserved by library card holders up to 2 days in advance. Guests may not make advance reservations. Patrons are allowed a maximum of 2 hours each day which can be taken consecutively. Special consideration will be given to individuals who need extended time for testing, taxes, or job applications.

Due to space limitations and considerations of noise and convenience, we strictly limit the number of persons who may share a computer to 2 individuals.

According to the Children's Internet Protection Act (CIPA), patrons 17 years and older can use the computers without filters but youth under the age of 17 must use the filter. Children under 12 years of age must be accompanied by an adult when using the public computers. The public library, unlike schools, does not serve in *loco parentis* and therefore cannot act in the place of parents to provide constant care and supervision.

Computing resources are shared resources by all members of the community and may only be used for appropriate purposes. Examples of inappropriate use include, but are not limited to:
- Transmission or viewing of nudity, child pornography and obscene materials.
- Fraud, hacking, spamming and illegally downloading copyrighted material.
- Violation of copyright or communications laws.
- Transmission of speech not protected by the First Amendment, such as libel and obscenity.
- Attempting unauthorized entry to HML's network or external networks or attempting to alter or damage computer equipment, software configurations, or files belonging to HML, other users, or external networks.
- Intentional propagation of computer viruses.
- Violation of software license agreements.

We ask all library users to remain sensitive to the fact that they are working in a public environment shared by people of all ages, with a variety of information interests and needs and

to keep the environment free from harassing sounds and visuals. In order to ensure an efficient, productive computing environment, the Library requires that users:

- Refrain from overuse of bandwidth and connect time.
- Refrain from the use of sounds and visuals which might disrupt the ability of other library patrons to use the library and its resources. Headphones are required to listen to audio.

Failure to abide by the Computer Use Policy may result in the forfeiture of your privileges to use the computer equipment and the library. The following is a guideline for use by library staff:

- 1st infraction: verbal warning.
- 2nd infraction: 6 month suspension of computer privileges.
- 3rd infraction: complete ban of computer privileges.

Edited and approved 3-13-17