

Lane Library District

Internet and Computer Acceptable Use Policy

The library's public computers allow users to search a variety of electronic resources. Internet computers offer a full range of the most popular Internet browser plug-ins for searching the Internet, displaying files, and viewing multimedia content. Internet computers also provide access to word processing, spreadsheet, and other basic software. While we endeavor to provide a useful variety of applications and resources, no station provides support for all file types, browser plug-ins, or Internet technologies.

Use of all library computers, and personally owned devices connected to the Library's wireless system, should be in accordance with this policy and the Lane Library District [Rules of Conduct](#).

Access to Internet resources

Lane Library District is committed to providing access to informational, educational, recreational and cultural resources for library users of all ages and backgrounds. The Library's computer system integrates electronic resources from information networks around the world with the Library's other resources. The Library tries to balance the rights of users to access information resources with the rights of users to work in a public environment free from sounds and images that might distract or offend other library users.

When possible library staff will assist you in using the computers to find the information you need. Library staff and volunteers may also help you learn to use search tools or software on the Internet computers, although they cannot provide extensive one-on-one instruction.

Time and other limits

To use Creswell Library's public-access computers you must use your own library card number. A visitor who does not have a library card may obtain a computer guest pass by signing up and showing identification at the library service desk. A library cardholder may not receive a guest pass, and no visitor may receive more than one guest pass per day.

Each individual is limited to one hour per day of computer access. At staff discretion, your time may be extended for one 30-minute interval if computer demand is low. You must use your own library card number or guest pass number to sign up for a computer and to log in. Staff may make available special-purpose computer stations (express, health and research, children's), and take other measures to manage Internet use and achieve the goals of the Library.

The Library's computers are set up for use by a single individual. In special circumstances staff may give permission for two persons to sit/work together at one computer as long as they are not disruptive to other patrons.

There is no time limit for personally-owned devices connected to the Library's wireless system.

Privacy

The Library takes a variety of measures to protect your privacy when you use library computers. See the Lane Library District Privacy and Confidentiality Statement.

The Library's computers are in a public area. Others may be involuntarily exposed to what you are viewing. The Library asks that you remain sensitive to the fact that you are working in a public environment shared by people of all ages. We ask for the same consideration for those using personally-owned electronic devices within the Library.

Earphones are available to check out for in-library use.

Precautions

Illegal activities or activities that interfere with or disrupt the network, users, services or equipment are prohibited and not protected by the Library's privacy policy. The Library does not routinely monitor public computers but reserves the right to do so when a violation of this policy or illegal activity is suspected. Staff is authorized to take immediate action to protect the security of computers and the network and to enforce the following rules. This includes confiscating any removable media, requiring a user to leave a computer or the premises, and contacting law enforcement authorities.

You are responsible for complying with copyright law, licensing agreements and the policies of individual Web sites that you view.

Rules of library computer use

Failure to comply with the following rules may result in loss of computer privileges, loss of library privileges, and prosecution.

At each log-in, library computer users must complete a click-through agreement acknowledging these rules and must agree to follow the rules.

- Sign up for an Internet computer before using it; log on using your own library card or guest card number and promptly give up the computer when your time has elapsed.
- Promptly give up the computer when requested by staff.
- You may download files using supported media, such as flash drives, portable media players, etc. The Library is not responsible for damage to your media device or for corruption of your data, including damage caused by mechanical malfunction or corruption caused by virus or spyware infection while using library computers.
- There is a charge for printing from public computers, except for the first ten pages for school or tax forms. The charge is posted. Please pay at the service desk.
- Respect other's privacy by not attempting to observe or comment on what others are viewing. Remain sensitive to the fact that you are working in a public environment shared by people of all ages.
- As a courtesy to others, log off completely when you are finished with your session. This also protects the privacy of your search.
- Our computer area is designed for a single user at each computer. In special cases staff may give permission for two people to share a computer, but they should be careful not to obstruct others or create noise that distracts others.
- Whether or not they are in use, children's computers are for the exclusive use of children and their accompanying caregivers.

- Do not use another's identification, bar code or pin number, with or without permission, to sign up or log on to a computer. Doing so will result in loss of computer privileges.
- Do not misuse computer equipment or software.

Misuse includes but is not limited to:

- Viewing material that violates federal, state or local laws or regulations, including those regarding accessing, viewing, printing and distributing obscenity or child pornography
- Hacking into the library computer system or any other computer system
- Mishandling, damaging or attempting to damage computer equipment or software; tampering with computer settings
- Interfering with system operations, integrity or security
- Attempting to gain or gaining access to another person's files or authorization code
- Engaging in any activity that is deliberately offensive or creates an intimidating or hostile environment
- Violating copyright laws and software licensing agreements or the policies of the individual Web sites that you view
- Failing to pay for printing
- Refusing or ignoring a staff person's request to give up a computer
- Failing to sign up for an Internet computer; failing to log in using your own library card number or guest card number
- Failing to comply with time limits
- Any other violation of the Internet and Computer Acceptable Use Policy