

# Argyle Free Library: Computer & Internet Use Policy

## POLICY STATEMENT

To fulfill our mission, Argyle Free Library (AFL) provides computers and internet access at no charge for patron use. This policy is designed to provide users with information concerning the internet access and computer equipment in the library and to establish ground rules for their use. Privacy and confidentiality of patrons' use of AFL computers and internet access is in accordance with the AFL 'Confidentiality of Library Records' policy, available on the AFL website (<http://argylelibrary.sals.edu/>).

## REGULATIONS

1. The Argyle Free Library public computers and internet are available to all members of the public.
2. Library staff will assist patrons with logging into a library computer. If patrons desire additional support with library computers or wireless access, notify the library staff. If enough patrons desire assistance that the library staffs are unable to provide, the library staff may be able to arrange a class for the desired skills.
3. While the Library will make every effort to ensure that the use of the Internet is consistent with this policy, parents are encouraged to work closely with their children.
4. The computers are available on a first-come, first-served basis. If someone is waiting to use a computer, a 30-minute time limit is imposed.
5. The Argyle Free Library reserves the right to require individuals to discontinue the display of information and/or images which could cause a disturbance in this, a public building.
6. Individuals are required to use headphones if their computer or internet usage generates sounds which may disturb other library patrons.
7. Failure to use the computer station appropriately and responsibly may result in revocation of computer privileges. Examples of inappropriate use include, but are not limited to, the following:
  - a. Attempting to damage or alter computer equipment or software configuration.
  - b. Using any library workstation or internet access for any illegal or criminal purpose.
  - c. Violating software license agreements and copyright laws
  - d. Attempting to modify or gain unauthorized access to files, passwords or data belonging to others
  - e. Engaging in any activity which is deliberately or maliciously offensive, libelous, or slanderous.
  - f. Violating another user's privacy.
  - g. Installing or downloading any software or files onto a library computer, or running any executables from a USB drive.
  - h. Viewing sexually explicit graphic materials, as it is inappropriate for a public and open environment.
8. Users may download files to their personal USB drive that has been inserted into a Library computer's USB interface. The library staff has extra thumb drives available for purchase.
9. Printing is not available from wireless devices.

Those failing to comply with this Computer and Internet Use Policy will be given a copy of the policy and asked to comply immediately. Those failing to comply will be asked to leave the library facility. In addition, library and/or internet privileges may be revoked for a period of 1 – 6 months. If violators do not leave the facility, the police will be called and the library may file charges. Staff will notify the Library Director, who will immediately send an e-mail to all Board members detailing the incident.