

## BROWNSTOWN PUBLIC LIBRARY

### Operational Policy

#### Computer Use

702

Pursuant to the directions approved by the Board of Trustees, the following rules and regulations for Computer Use shall be administered. Internet Use and Access is defined in Policy 703 and is to be used in conjunction with Policy 702 for computer use.

#### USER ELIGIBILITY

1. Computer use may be made available to any person who possesses a valid Brownstown Public Library card. Computers may be used by any Brownstown Public Library card holder, or visitor, who is 18 or older. Persons less than 18 must have a parent or guardian sign an authorization card that stipulates conditions for minor use of the computers.
2. User must be in good standing (does not owe fines in excess of \$10.00).
3. The right of privacy of others shall be maintained. Misrepresenting yourself as another user is prohibited.
4. User agrees to follow the adopted rules and regulations.

#### AVAILABILITY & REGISTRATION

1. Hours of computer availability are from the time of the library opens until 15 minutes before closing. Users will be asked to begin printing or finish up their work 15 minutes prior to closing time.
2. Computer time shall be open on a first come, first served basis.
3. As long as no one is waiting to use the computers, there will not be a time limit for use. If individuals are waiting to use the computer, then computer use shall be restricted to a thirty-minute session, with a maximum of 3 sessions per day. Sessions will be monitored by the registration sheet at the circulation desk.
4. When all of the computers are full, customers may ask at the circulation desk for access, and the customer that has been at the computer for the longest over a thirty-minute session is told that they must leave the computer in 5 minutes. If no customer has been at a computer for a thirty-minute session, the customer using a computer the longest must leave when their thirty-minute session is up.
5. Users shall register at the circulation desk before using the Library's computers. The customer name, computer number, time in and out for the customer are recorded on a sheet that is destroyed at the end of each week for customer privacy.
6. Computer workstations are designed for individual use.
7. A parent/adult guardian shall accompany at all times at the computer users below the age of 6.
8. Upon leaving the computer, the user shall notify library staff by turning in the computer card at the circulation desk.
9. Certain times may be blocked out for Library usage, maintenance, etc.
10. Staff can stop sessions at any time that is deemed illegal, inappropriate for public areas, or damaging to equipment.

#### ASSISTANCE

1. Library staff may assist with computer use only as time permits and, due to the scheduling constraints, trained staff may not be available at all times.
2. Library staff may assist users in the use of the Library's web site, catalog, and offer limited basic instruction for accessing other sites from the web. It is assumed that the user has a basic knowledge of computer use, manipulation of the mouse, and searching the Internet. A patron needing more assistance than staff time allows may request one-on-one training. A date and time will be assigned according to staff availability.

#### USE OF HARDWARE AND SOFTWARE

1. Portable USB drives and CD-Rs may be used in Library Internet computers. CD-Rs are available for purchase if safekeeping of files or downloading of files is required. Information shall not be

saved on the computer's hard drive. Any personal information found on a library computer hard drive will be deleted. The Brownstown Public Library is not responsible for damage to a user's CD, or for any loss of data, damage, or liability that may occur from patron use of the Brownstown Public Library's computers.

2. Software owned by the library may not be copied unless it is labeled "Public domain." All copyright laws will be observed.
3. Brownstown Public Library computers may not be used to create, transmit, print, or otherwise distribute materials, which may be construed as objectionable to others.

## VIOLATION PENALTIES

The Library reserves the right to inspect or observe the use made of its equipment and resources for the purposes of enforcement of these policies. The Library will be the sole arbitrator of what constitutes abusive conduct or violation of this policy. Any user, who violates federal, state, or local laws, will be prosecuted. The Library will cooperate with the proper authorities in the investigation of illegal activities.

### UNACCEPTABLE USE:

- Illegal use that violates state or federal law
- Harassment or violation of the privacy of others
- Violation of federal, state, or local obscenity laws, including the viewing or printing of sexually explicit materials in public areas
- Attempts to abuse, modify, or harm computer equipment. Users found tampering or playing in the operating system, altering hardware, or attempting to cause harm to library equipment will have their privileges revoked and will be charged for any damages caused.

Anyone violating the library's Acceptable Use Guidelines will be penalized:

First violation -- User is advised of violation and loses computer privileges for the rest of that day and is given a verbal warning that a second offense will result in the loss of computer privileges for 30 days.

Second violation -- Violator loses privileges for 30 days and is given a verbal warning that a third offense will result in the loss of computer privileges for 3 months. To do this, their user record must be Modified, and their Status set to BARRED. Put a note in their record stating why they were barred and when they may return.

Third violation -- Violator loses privileges for three months. To do this, their user record must be Modified, and their Status set to BARRED. Put a note in their record stating why they were barred and when they may return.

Fourth and subsequent violations -- Violator loses privileges for 1 year. To do this, their user record must be Modified, and their Status set to BARRED. Put a note in their record stating why they were barred and when they may return.

An internal incident report will be filled out by staff after each of the incidents. A note will be posted in user's record also.

The date and type of violation will be entered into the customer's record after each violation. After the second and subsequent violations, the record will include the date on which they will again be allowed to use library computers.

In the case of persons under the age of 18, parents will be notified by a form letter. The Library Director will sign the letter, and all questions concerning the notice will be directed to the same.

#### PRINTING

1. Data may be printed by a laser printer at the Circulation Desk.
2. The printing charge is 10 cents per page. Documents may be picked up and paid for at the Circulation Desk.
3. To keep printers in good condition, use of paper other than what is provided by the library is strictly prohibited.

Reference: Board of Trustees  
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