

D. COMPUTER ACCESS AND USE

1. Internet Use Policy

Anyone visiting may use the computer network at the Gregory Public Library. Those using their own wireless devices and those using library computers or equipment must sign an agreement form, be aware of printing costs and of guidelines for use. A policy is posted next to the daily sign in log.

The form is generally valid for up to three years. Signature on this form indicates an awareness that parents/legal guardians are responsible for the information selected or accessed by children and that the Gregory Public Library will not be held accountable for sites accessed by minors while using this library's computer network. The signer indicates the realization that the transfer of illegal or inappropriate materials through the Gregory Public Library Internet connection may result in legal action against him/her and accepts that inappropriate behavior may lead to penalties including loss of Internet access or disciplinary action including suspension of use or monetary damages.

Users Responsibilities

Anyone desiring to use the Gregory Public Library computer network (including wireless) must have read this policy and signed a **USER AGREEMENT** form the first time that they use this library's computers or use the wireless hook-up with their own devices. This includes providing a valid picture ID (see **Member/Borrower Eligibility**) with proof of a current address and a home phone number. The equipment is available on a first-come, first-served basis.

All Users will respect copyright laws and licensing agreements. Illegal use of the Gregory Public Library computer system, including the wireless network is prohibited. Violators of this policy may have library/computer privileges suspended and may be asked to leave the premises. Illegal usage includes, but is not limited to:

hacking, sending viruses, or attempting to otherwise compromise any computer or network system, accessing illegal materials, accessing materials which by local community standards would be obscene, using materials that are not age appropriate (violent video games geared toward mature users), using or engaging in chat conversations that are harassing, insulting, attacking others, intentionally wasting limited resources, using the library network for commercial activities (such as business operations), unauthorized copying of software, indulging in behavior that is disruptive, offensive to others, or destructive to the library's property.

Personal headphones may connect to the port in the front of the hard drive tower and volume must be diminished so that it is not heard within the library. USB headphones are recommended for optimal use. Burning CD's, connecting personal laptops, I-Pods or similar devices to the network other than with wireless access is not permitted. External storage devices may be used.

Additional Wireless Users Responsibilities

Wireless users must also sign a **Computer/Internet Use Agreement**, indicating their home phone number and showing proof of home address with a picture I.D. Wireless users are responsible solely for the configuration and troubleshooting of their own equipment. A wireless connection is less secure than a wired connection and the patron is responsible for understanding the risks. Gregory Public Library cannot assure the security of data when someone uses any of the publicly available PCs or the wireless network. Wireless use is

limited to the date of sign-in. A password for that day will be issued for the user to input into their own device. A new password is required each day.

Access

At each visit, users of either library equipment or wireless network will need to sign in and out on the daily computer use log. Wireless users are not required to sign out if they leave the building to use their device in the parking area. Wireless access area is limited.

Children must be at least in grade four to use the library's youth computer or equipment or at least a middle school student to access the wireless network with their own personal device. Users under the age of 18 must have a parent co-sign their permission form.

Use of library computers is limited to 30 minutes, subject to availability. Patrons doing online testing may reserve the in-house computers at least 24 hours in advance for a 2 hour period. There are two adult computers, one youth computer, and one OPAC computer.

Use (including wireless access) will be restricted if user has overdue items or outstanding fees.

All users will be registered and assigned a barcode number once they fill out the Computer/Internet User Agreement. This does not permit circulation privileges but is necessary for statistical reporting.

2. Social Networking/Social Media

The librarian is responsible for content placed on any library social network site such as Facebook, the library's website, the library blog or other. Privacy settings on social network sites should include a means of screening comments by readers. The librarian may designate another individual as co-administrator for assistance, but the ultimate responsibility for content resides with the librarian.