Fairview Public Library

Patron Use of Library Computers Policy

There are public access computers available for use by patrons at the Fairview Public Library (FPL). The following guidelines have been developed to provide the many patrons of the library easy and equitable access to the library computers which are available for their use.

1. The computers are available on a first-come, first-served basis.
2. Computers are available for a period of up to 1 hour. If no other patrons are in the queue to use the next available computer users have the option to extend their time.
3. Only 8 ½" x 11" white paper, supplied by the FPL may be used in the printers. There is no charge for internet/computer use; however, the charge is $.25 b&w and $1.00 color for each printed page and must be paid at the time of printing.
4. If there are problems with the hardware, software or printers, patrons should ask FPL staff members for assistance.
5. No more than two persons at a time will be allowed at one computer.
6. When a computer session is complete, computer numbers should be returned to the circulation desk.
7. Each patron who uses the library computers must read and agree to abide by the Guidelines governing the use of the computers.
8. Patrons may bring in their own laptop computers or other wireless devices to use FPL's wifi.
9. Computers are turned off 10 minutes before closing.
10. All FPL computers are equipped with Internet filtering devices, which are designed and intended to block sites deemed to be inappropriate for general audiences.
11. Patrons are allowed to bring outside memory sticks or floppy disks for use on FPL PCs. The library is not responsible for files that become corrupt, lost or damaged on such memory devices. Patrons are encouraged to know how to save their own material as staff can give limited assistance.
12. Headphones are available for patron use. Patrons may bring their own headphones for use as well.
13. Users wishing to use e-mail must establish their own accounts with one of the free e-mail providers and may use the library's computers to access their e-mail account. The library's computers may not be used to send threatening, obscene, abusive or harassing messages, or for illegal purposes.
14. Library staff may assist the user in accessing the Internet, but cannot provide in-depth assistance and/or training. The same pertains to personal computer use including word processing.
15. Library staff may make exceptions to these requirements in order to accommodate disabled users, or in other special needs situations.

16. Users May Not:

- Use the network to make unauthorized entry into other computational, informational or communication services or resources.
- Distribute unsolicited advertising.
- Invade the privacy of others.
- Make any attempt to damage computer equipment or software.
- Engage in any activity that is harassing or defamatory.
- Use the Internet for any illegal activity, including violation of copyright or other rights of third parties, or in a manner inconsistent with the Library's tax-exempt status or its proper operation.

Violations may result in loss of access to the network, the computers and/or the library. Unlawful activities will be dealt with in an appropriate manor.

Public Users' Security: Users should be aware that the Internet and the library's wireless network are not secure mediums and that third parties may be able to obtain information regarding users' activities. Fairview Public Library will not release information on the use of specific computer or Internet resources by members of the public except as required by law or necessary for the proper operation of the Library.

Adopted : November 8, 2012