Fairview Public Library
Patron Use of Library Computers and printers Policy

The mission of the Fairview Public Library is to provide access to a broad range of informational, cultural, educational, and recreational resources, materials, and services to the community through a variety of media. One such source is the Internet, to which the library provides free access for Library users. The computers are available on a first-come, first-served basis.

Internet users should be aware that not all sources on the Internet provide accurate, complete or current information. Provision of Internet service does not imply that the Fairview Public Library endorses or approves of any material accessed. The library is not responsible for any damages resulting from use of the library's computers or the library's connection to the Internet, nor can it guarantee privacy of any Internet sessions.

The Fairview Public Library reserves the right to suspend a patron's privilege to use the Internet due to illegal or unethical use of the Internet or for any other violation of policy or guidelines, and also to modify this policy and the guidelines at any time.

1. All users will sign the Computer Use logbook to document their time of access. Signing the logbook signifies a legally binding agreement to abide by the Fairview Public Library's Computer Use Policy.
2. Computers are available during normal hours of library operation. There will be a time limit of one hour per patron. This limit may be extended if there is no one waiting who has signed the logbook. Time periods for Internet use may be extended when no other patrons are signed up or waiting to use the computer, but they will be bumped at any time beyond the allotted time by the staff for a user who has not been on that day. Within these parameters, public computer use is on a first come, first served basis.
3. Patrons may not use their own software programs or attempt to download programs through the Internet on the library's computers.
4. Customers may not download any files onto the hard drives of library computers. Downloads should be made directly onto a flash drive. Drives are available for purchase at the library.
5. Patrons are allowed to bring outside memory sticks for use on FPL PCs. The library is not responsible for files that become corrupt, lost or damaged on such devices. Patrons are encouraged to know how to save their own material as staff can give limited assistance.
6. Scans may be made using the printer in the computer area. Scans should be made directly to a memory stick or flash drive. Memory sticks may be purchased from the library staff or may be supplied by the patron from an outside source. The library is not responsible for files that become corrupt, lost or damaged on such devices. Patrons are encouraged to know how to save their own material as staff can give limited assistance.
7. Headphones are not available for patron use. Patrons may bring their own headphones.
8. 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 black & white and $1.00 color for each printed page and must be paid at the time of printing.
9. If there are problems with the hardware, software or printers, patrons should ask FPL staff members for assistance.
10. No more than two persons at a time will be allowed at one computer.

11. All FPL computers are equipped with Internet filtering devices, which are designed and intended to block sites deemed to be inappropriate for general audiences.
12. 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.
13. 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.
14. Library staff may make exceptions to these requirements in order to accommodate disabled users, or in other special needs situations.
15. Patrons may bring in their own laptop computers or other wireless devices to use FPL's wifi.
16. The Library makes no guarantees about, and is not responsible for, the security of information transmitted and received during your wireless Internet session. Wireless signals can be intercepted and cables can be tapped. Only connections to secure websites are encrypted.
17. Computers are turned off 10 minutes before closing.

User Responsibilities:

1. Respect the privacy of other Library users during their computer sessions.
2. Sending lewd or threatening e-mail messages is prohibited.
3. Sending unsolicited e-mail messages to large numbers of people is prohibited.
4. Patrons may not attempt to circumvent or compromise the security of any host, network, or account. This includes, but is not limited to, probing the security of other networks, logging into a server or account that the customer is not expressly authorized to access, or masquerading as another person in order to obtain access to their account.
5. Attempts to circumvent the library's web security software, including the use of anonymous proxy sites, is a violation of the library's Internet Use Policy, and could result in the suspension of computer use privileges.
6. The Library makes no guarantees about, and is not responsible for, the security of information transmitted and received during your wireless Internet session. Wireless signals can be intercepted and cables can be tapped. Only connections to secure websites are encrypted.
7. Distribution of copyrighted material, such as music and movies, via methods such as peer-to-peer file sharing, is prohibited and carries a risk of prosecution by the copyright holder.
8. While using library computers, customers are expected to abide by policies regarding food, drink, and behavior, as outlined in the Fairview Public Library Patron Conduct Policy.

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.

Approved 9 March 2017

Adopted : November 8, 2012