



**Wood Library Association
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PUBLIC COMPUTER USE

ADOPTED by Wood Library Board of Trustees 07/31/2012; AMENDED 09/11/2012, 11/23/2020

Computers are available for patron use throughout the Library. The Library staff is trained to provide limited support and will gladly assist patrons as time allows.

The following rules and regulations are to be followed:

- Reservations can be made in person during open hours. Walk-ins are welcome based on computer availability.
- Computer time is reserved in 120-minute blocks. If no one is waiting to use a computer, this time may be extended in 60-minute blocks. If a patron is late for a reserved time, only the time remaining in the reserved block may be used if others are waiting for the computer.
- Only two people are allowed at a computer at one time. Both will be held accountable for following the rules and for any damages.
- Users may not install any software or save files on the computer hard drive
- Users may not download any files from the hard drive to any recording device.
- Users may not make any changes in any program setup or hard drive configuration.
- Users may not operate outside the approved operating system.
- Users should immediately report any problems with equipment to the staff.
- Users may only make copies allowable by copyright laws or licensed software agreements.

Teen Computer Use

Wood Library provides a separate physical space designated as the *Teen Scene* designed and equipped to meet the interests of middle and high school populations. This area supports the informational, recreational and educational needs of youth in grades 6-12. Just as the Library's children's area provides a safe, comfortable and inviting environment for children and their guardians, the *Teen Scene* is intended to provide teenagers with the same environment, one that is tailored to their particular needs and interests.

The Library's *Teen Scene* is equipped with computer workstations intended exclusively for teen use on the following schedule:

- Weekdays during the calendar school year after 2pm and until the library closes;
- Weekends, floating holidays, and school breaks during all hours of library operation.
- Adult patrons may not use the teen computers during the times outlined above.
- Adult patrons may use the teen computers between the hours of 9am-2pm on weekdays.

This policy ensures that teen patrons have fair access to library technology in the area designated for their recreational, educational and information use. As the Library does not currently employ a reservation system that filters computer access by age, it is the responsibility of library staff to enforce this policy. Based on the schedule listed above, library staff will ask adult patrons to leave a teen computer and direct them to the adult computer bank during teen only hours. If an adult computer is not available, the adult patron will follow the computer reservation system outlined above. Teen patrons are subject to the same computer rules and regulations as listed above.

Access to Electronic Information, Services & Networks

The Library provides access to the Internet to fulfill its mission of providing books and other collections, technology, services and programs to fulfill the information, educational and recreational needs of its patrons.

The Internet expands the scope of information available to Library patrons. It is, however, an unregulated medium that changes constantly and unpredictably. The Library is not responsible for evaluating information received from the Internet. It is the policy of the Library to locate computers in public areas and to the extent practical to:

- prevent users from access or transmission of inappropriate materials, including visual depiction of pornography or materials harmful to minors
- prevent unauthorized access and other unlawful activity
- prevent unauthorized online disclosure, use, or dissemination of personal identification information
- promote patron's safety when using electronic mail, chat rooms, instant messaging, and other forms of direct electronic communication

The Internet is not a secure medium and all transactions, files and communications may be subject to unauthorized access by third parties. The Library, however, respects the patron's right to both confidentiality and privacy and will not release information on the use of electronic resources by the public except as required by law.

Patrons are reminded that the Library's computers are located in public areas that are shared with staff and users of all ages, backgrounds, and sensibilities. Patrons are expected to consider and respect the rights of others when accessing potentially offensive information or images.

The use of the Internet for activities that violate local, state or federal laws is prohibited. This includes, but is not limited to, activities such as viewing child pornography, committing fraud, hacking, unauthorized access, or spreading libel or slander.

The Library affirms the right and responsibility of parents and legal guardians to guide their children's use of all library resources. Parents are encouraged to take an active role in their children's use of the Internet. Parents are encouraged to discuss safety precautions involved in using email, chat rooms, and instant messaging. To the extent practical, the staff will address such safe and secure use of the Internet with minors and will monitor online activities of minors for appropriate use.

The unauthorized disclosure, use, and dissemination of personal identification information regarding minors are prohibited.
