



# Stanly County Public Library

## Guidelines for Computer Use

- Computer and Internet access is granted to all adult SCPL patrons with cards in good standing.
- Non-internet Computer access is granted to minor SCPL patrons with cards in good standing. Such access may also be granted:
  - if the minor is accompanied and directly supervised by a parent, legal guardian, or caregiver; or
  - if the minor is under the supervision of a school, daycare, or similar institution; or
  - at the discretion of Library staff if the minor is younger than five years of age and thus ineligible to hold a library card.
- Internet access is granted to minor SCPL patrons with cards in good standing when:
  - the minor is accompanied and directly supervised by a parent, legal guardian, or caregiver;
  - the minor is at least eight years of age, a signed parental permission card is on file, and the minor can present his Library card with a valid Internet sticker; or
  - the minor is at least eight years of age, and a parent or legal guardian signs the Library's One-Day Agreement for Internet Access.
- All patrons wishing to use a computer must sign in with their SCPL card ID to the EnvisionWare PC Res system through either the PC Res self-service station or a library staff member.
- Visitors to the Stanly County Public Library can request a guest pass to use the computers.

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- Depending on availability and library hours, adult patrons may reserve a computer for two, sixty-minute sessions per day.
  - Depending on availability and library hours, the Child and Preteen computers in Albemarle may be reserved by minors/students through twelve years of age for two, thirty-minute sessions per day.
  - The Child and Preteen computers in Albemarle are reserved for minors/students through twelve years of age; the Adult and Teen computers are reserved for adults and minors/students thirteen years of age and older; the People's Office computers are reserved for adults 18 years of age and older; and laptops are reserved for in-house checkout by adults 18 years of age and older with a photo ID.
  - If no one is waiting to use a computer, patrons will automatically be offered additional time in twenty-minute increments.
  - If a computer becomes available prior to the start of a reserved session, the reserving patron may begin before that scheduled start time.

- Patrons without reservations may use previously reserved computers if there is a fifteen-minute window between the end of one session and the start of the next session.
  - Reservations for a computer may be made one day in advance.
  - At the start of a reserved session, patrons are allowed a ten minute grace period to log in and begin using the computer. This grace period is counted against the sixty-minute session; after the grace period expires, the reservation will be cancelled.
  - All sessions will end fifteen minutes before closing.
  - Please monitor the timer clock, observe all time warnings, and save all work to a floppy disk, CD-ROM, or USB storage device before your sessions expires -- any files open and in use when time expires will be lost.
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- Adults using the Internet for bona fide research or other lawful purpose may request that filtering be disabled; the parents or guardians of minors so using the Internet may similarly request on behalf of the minor that filtering be disabled.
  - Patrons who believe that a website has been incorrectly blocked may notify a Library staff member or contact the Library via e-mail at [scpltech@carolina.rr.com](mailto:scpltech@carolina.rr.com); the website will then be reviewed by the Library's Internet filter vendor.
  - If the computer does not appear to be operating normally, please inform a Library staff member; do not turn off or reboot the computer.
  - Patrons with personal computers or laptops will not be given access to the Library network.
  - Computer users do not have the authority to give their time to another user.
  - Other unacceptable uses of the computers include but are not limited to:
    - violating all applicable state and federal laws regarding copyright, intellectual property rights, and software licensing;
    - any other purposes prohibited by local, state or federal regulation, statute, or law;
    - tampering with, altering, editing, damaging, or installing unauthorized computer hardware and/or software (Note – USB storage devices [e.g., cameras, 'Jump Drives' or ipod / MP3 players] may be used if a USB port is located on the front of the CPU);
    - viewing content of a graphic sexual or violent nature;
    - misrepresenting yourself by name, age, Library card, or signature in the attempt to obtain unauthorized access to the Internet or other networks, computers, files, data, or passwords; or
    - storing personal files or data on the hard drive of the computer.
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- The Library offers free wireless (WiFi) service.
  - This WiFi access is unfiltered and unsecured. Information sent to or from a personal device could be intercepted by another user. Anti-virus, security, and privacy protection are the responsibility of the patron.
  - The Library cannot provide technical assistance nor guarantee a wireless connection can be established.

- Patrons are required to use headphones when playing sound on their personal device.
- The Library is not responsible for the content or accuracy of any external web sites.
- Printing access is not available when using personal devices on the WiFi network.
  - Patrons needing to print should save their work to a removable storage device or email the file(s) to themselves and then login to one of the Library's workstation computers with their library card and pin and send their print jobs to the public printer.
- The Library is a public place and patrons should not have an expectation of privacy.
  - The Library does not monitor the use of the Internet by users of personal computing devices.
  - Users should refrain from displaying or listening to material on their personal devices which other patrons might reasonably consider objectionable.
- Parents and legal guardians need to be aware that wireless access is free, unrestricted and unsecured.
  - Parents and legal guardians, not the Library staff, are responsible for the information accessed by their children and which resources are appropriate for their children's needs.
  - Parents and legal guardians may wish to supervise their children's Internet sessions and/or purchase filtering software for their personal computing device.
- WiFi users may not violate federal, state, or local laws, or conduct illegal activity.
  - It is illegal to view, send, receive, print, or distribute visual or audio materials that are harmful to minors if you are in the presence of minor(s), are communicating with minors or you are a minor. Applicable North Carolina General Statutes 14-190.1, 14-190.7, 14-190.8, 14-190.13, 14-190.15. Applicable Federal Law: U.S. Code: Title 18.
- Unacceptable use of the Library's WiFi access include but are not limited to:
  - using the WiFi access for illegal purposes;
  - performing any activity that is inappropriate in a public setting or accessing text, pictures, video or audio which the general public might consider obscene;
  - obtaining, or attempting to obtain, personal information, files, passwords, or data from other users without their knowledge;
  - gaining, or attempting to gain, unauthorized access to any computer system;
  - modifying, or attempting to modify, the passwords, files, data, software or hardware belonging to others.
- The Library reserves the right to terminate a wireless internet session at any time.
- Users of the Library's WiFi network do so at their own risk.
  - The Library is not responsible for any damage or theft of personal electronic devices.
  - The Library is not responsible for any data loss or theft of personal data (such as credit card information and email) while using this unsecured WiFi access.
  - The Library is not responsible for any data loss or damage to hardware when a personal computing device is connected to the Library's power outlets.

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- The Library cannot guarantee confidentiality or privacy in regards to either the monitor display or

any Internet transactions.

- The Library cannot guarantee the performance or availability of the PC, the reliability of the Internet connection, or the availability of outside Internet resources.
- The Library reserves the right to limit the number of people at sitting at a computer.
- The Library will not be responsible for damage to personal floppy disks, CD-ROMs, DVDs, USB storage devices, or files.
- There is a \$.10 per page charge for printing.

Violations of these guidelines or the refusal to follow the instructions and requests of Library staff members in the performance of their duties will be grounds for revocation of Internet privileges and may result in the suspension of Library privileges and/or criminal charges.

*Adopted May 15, 1996;  
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Sept. 4, 2009*