BOARD POLICIES

Computer Use

Category: Operational
Approved: October 27, 2010
Revised:

Introduction

Rocky River Public Library – an informational, educational, recreational, and cultural resource – is committed to preserving its unique atmosphere and personal service, adapting quickly and efficiently to anticipate and meet community needs, and to promoting freedom of information to all. In this role, the library strives to enhance the information it delivers by providing a gateway to information resources from electronic networks around the world.

Ethical Use

Use of the computers at Rocky River Public Library shall be evidence of the user's acknowledgement and acceptance of these rules and agreement to be bound by them.

All users of electronic information resources are expected to use these resources in a responsible manner. It is unacceptable to use the Library's computers for any of the following:

- Attempts to alter, damage, abuse or sabotage computer equipment or software, alter configurations or install any software.
- Purposes that violate local, state, or federal laws.

Users must respect all copyright laws and licensing agreements pertaining to software, files, subscription databases, or other resources.

Disruption of or interference with network users or services

Such disruption or interference includes but is not limited to: distribution of unsolicited advertising or spam, harassment, libel or slander, and propagation of computer worms or viruses.

Range of Access

The library does not provide e-mail accounts. However, patrons may use library computers to establish free e-mail accounts with Yahoo! or similar providers. Patrons should consult the provider's website for instructions on setting up accounts, for technical support and to resolve account problems.

Library computers are provided for your educational and individual communication needs. You may not use the library's equipment to operate a business.

Patron responsibilities
The library assumes no responsibility for any damages, direct or indirect, arising from use of the library's public access computers.

The library cannot guarantee the privacy or confidentiality of information or files that are entered into or accessed via computers or the Internet. Staff will not assist patrons with online financial transactions. The library does not recommend that patrons use its public access computers for activities that require them to enter information such as credit card numbers, Social Security numbers, or bank account numbers. Patrons do so at their own risk.

The staff is glad to provide research assistance. For word processing and other applications, patrons are expected to be able to use the computers independently. Staff can provide general help, but they are not able to answer all technology questions and cannot provide in-depth computer training at the public access computers. For more help, patrons should register for the library's free computer classes or request an appointment for individual training.

Children who want to use the computers in the computer center should be self-sufficient computer users. For children up to age 12, the Children's Room offers many computers with age-appropriate information and activities.

Patrons who want to save information, data or documents may purchase a storage device from the Computer Lab. The library is not responsible for damages to a user's disc, USB flash drive, other devices or computer or any loss of data.

Equipment problems and service disruptions
Patrons who experience problems with workstations should notify library staff immediately and not attempt to fix problems themselves.

The Internet and websites do not always work smoothly. Likewise, library computers and printers may occasionally malfunction. The library is not responsible for any loss or inconvenience patrons may suffer as a result of service interruptions.

Printing
Paper and toner are costly. The library does charge for printing. The library's policies and prices for black and white and color printing are posted by the printers.

Only library-provided paper or similar stationery may be used. No card stock, coated paper, labels, transparencies, etc. may be used. The library's per-copy charge applies to all printing, because the major cost to the library is the toner.

Courtesy

The computer area is a quiet area. Cell phones may not be used. Patrons may use personal listening devices, such as portable CD players or MP3 players with headphones, as long as the sound is not audible to others.

Food and beverages are prohibited in the public computing area.

Reserving a Computer

Patrons must have a Rocky River Public Library card to reserve a computer. Patrons may not use another person's card number. Guest passes are available for non-library cardholders and out of state visitors.

Guidelines and instructions for the library's reservation system are available near the computers, or patrons may ask the staff for assistance. Patrons must abide by the time and turn limits set by the automated computer scheduling system. Computers shut down promptly 15 minutes before closing time. Users must plan ahead to complete any printing or downloading before shutdown.

Violations of Policy

Disturbances related to noncompliance will not be tolerated. Users violating this use policy will first be asked to comply. Violators who persist will be told to leave the library. The library reserves the right to prohibit future access to the library for users who repeatedly violate the policy after previous warnings. Illegal acts are subject to prosecution by local, state or federal authorities.