

## **STILLWATER PUBLIC LIBRARY COMPUTER AND INTERNET USE POLICY**

### **General Use**

1. Use of the computers requires a library card or guest pass. Visitors may request a guest pass with photo identification. **Use of another patron's library card may result in the revoking of computer privileges for both the cardholder and the user of the card.**
2. Wireless access on personal devices does not require a library card or guest pass. By choosing to use this free service, patrons agree to abide by this Policy, which may be viewed on the library's webpage or at the information kiosk.
3. Children under the age of eighteen (18) who will be provided computer and internet access must have a completed Computer Usage Form for Minors signed by a parent or legal guardian. Parents assume full responsibility for their minor child's use of the Internet and may view guides for keeping children safe at [http://library.stillwater.org/for\\_parents.php#internetsafety](http://library.stillwater.org/for_parents.php#internetsafety).
4. Library computer use may be limited to 60-minute time periods in cases when demand exceeds capacity
5. Printing is available from library computers for a fee. It is the responsibility of the user to pay for printing at the Printing Vend Station. Print jobs sent from library computers expire after six hours. Printing is available for some personal devices by using the library's wireless printing service. Print jobs sent on the wireless printing service expire after 24 hours.
6. Computer use in the Library will be managed in a manner consistent with the Library's Personal Conduct and Underage policies posted in the Library.

### **Prohibited Use**

1. Use of the Stillwater Public Library's Internet access, including wireless access on personal computers, to engage in any activity that constitutes a violation of local, state, or federal laws is strictly prohibited.
2. Unauthorized access and disclosure, use or dissemination of personal identification regarding minors is prohibited.
3. Accessing and viewing materials in a manner that creates the existence of a sexually hostile working environment is prohibited.
4. Usage that reconfigures library computers, modifies installed software, or results in damage to library computers and equipment is prohibited.
5. No more than one person is allowed per computer in the library's silent zone.

## **Library Assistance**

1. The Library cannot protect patrons from information they may find offensive.
2. The Library uses technology protection measures (filtering software) that meets the requirements of the Children's Internet Protection Act (CIPA) by protecting users from visual depictions that are a) obscene; b) child pornography; and c) harmful to minors. Subject to staff supervision, certain blocked websites can be made accessible for adults who need access to a blocked site for bona fide research or other lawful purposes.
3. The Library cannot protect the security of any personal information provided on the Internet and strongly discourages the release of personal information.

## **Liability**

In using the library's computers or internet service, users agree to the following:

*I have read the Stillwater Public Library's Computer Usage Policy and agree to its terms and conditions.*

*I agree not to use the Library's Internet terminals or wireless access to libel, harass or threaten others, to engage in unlawful activities or unauthorized use, or to tamper with hardware or software belonging to the Library or the City of Stillwater. In consideration of the privilege of using the Stillwater Public Library's Internet terminals and wireless access and having access to the free information contained within it, I hereby release and hold harmless the City of Stillwater, its officers, agents, servants, or employees, volunteers, representatives, or advisors from any and all legal liability or responsibility for any and all claims, damages, losses, costs or expenses arising either directly or indirectly from the use of the Library's Internet terminals or wireless access whether or not caused in whole or in part, by alleged negligence of the City of Stillwater, its officers, agents, servants, employees, volunteers, representatives or advisors.*

Failure to comply with any part of this policy may result in having computer and Internet privileges revoked.

Disagreements with any aspect of this policy may be appealed to the Stillwater Public Library Board.

Library policies are posted online at <http://library.stillwater.org/policies.php>.

Approved by Library Board 5/28/02

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