



Folsom Public Library Policy Manual

Internet and Computer Use

Section: General Use

Effective: 06/2012

Revised: 1/20/2016

PURPOSE

The purpose of this policy is to establish guidelines for use of Library computers and to ensure fair and equitable access to these resources.

POLICY

By using a Folsom Public Library computer you agree to the following guidelines:

1. Library customers access the Internet at their own discretion. Folsom Public Library is not responsible for the accuracy, quality or completeness of information found on the Internet.
2. Parents or guardians of minor children, not the Folsom Public Library, are solely responsible for their child's use of the Internet at the Library.
3. Folsom Public Library uses filtering software to reduce the possibility of access to obscene or pornographic images and materials that are harmful to minors.
4. Because the Library is a public place shared by people of all ages, library staff will not knowingly allow access to obscene or pornographic images or materials that are harmful to minors. The Library reserves the right to end Internet sessions and/or revoke Internet privileges when such images or materials are displayed.
5. The Library is not liable or otherwise responsible for customers' email accounts or other online activities such as purchases, financial transactions, file transfers or downloading, etc.
6. A standard computer session is 60 minutes in length at computers in the Adult wing and 30 minutes in length at computers in the Children's wing and Teen room. Extensions of 30 minutes in length may be offered as availability permits.
7. Customers who are waiting for a computer should make a reservation for the next available station.
8. Up to two customers can sit together at a workstation provided there is no disruption to other users.

9. Use of the computer is free; however, there is a charge for printing at the posted rate. Only Library supplied paper may be used in printers.
10. Customers are responsible for providing their own data storage devices (disks, Flash drives, etc.), and ensuring that they are in good operating order.
11. Folsom Public Library assumes no risk or responsibility for user-owned devices. There is no guarantee of workstation compatibility with user-owned software or hardware.
12. Customers may not make any attempt to damage computer equipment, or alter software configurations or hardware.
13. Customers may not use any Library Internet resources for illegal or criminal activity. Illegal acts involving Library resources may be subject to prosecution by local, State or Federal officials. Materials obtained or copied on the Internet may be subject to copyright laws that govern the making of reproductions of copyrighted works.
14. Computers are automatically logged off 10 minutes before closing.
15. Use of the Internet is a privilege that may be revoked if Library policies are not followed.

Approved by:



Lisa Dale, Library Manager 1/20/16
Date