

## Computer & Internet Policy

1. Computers are available for use on a first come, first served basis.
2. Patrons below the age of 10 must have a responsible person with them to use the computers.
3. Patrons who use the computer for more than 2 hours may be asked to vacate the computer in order to allow another patron who is waiting to use the computer.
4. The library management has the right to set and enforce rules and regulations concerning the use of the computers. Any or all rights to access to computers and/or the library may be suspended or revoked by the North Webster Community Public Library Director or designated supervisor at any time, without prior notice or hearing, for abusive conduct or violation of the conditions of use set forth in this document. Reinstatement of these rights is at the discretion of the library director.
5. Printing costs: \$.10 / page for black & white; \$.25 / page for color; \$.15 / page for double sided black & white; \$.30 / page for double sided color.
6. Access to the computer stations is available during library hours, but users must end their sessions, printing included, ten minutes prior to closing.
7. The computers' hard disk drives are for the storage of library software and information. Please save all files on a flash drive or cloud service. Any files saved onto the hard drive of the computer will be erased each evening.
8. Software and other data downloaded from the internet may contain a virus which may be harmful to personal computers. Users are forewarned to use virus-checking software on such downloaded data prior to loading in personal equipment. The library is not responsible for damages to a user's software, data or hardware which may occur from use of the library's computers, Internet Service, or wireless service.
9. It is prohibited to use library computers to create, view, transmit, print or otherwise distribute pornographic, obscene, sexually explicit, or racist materials. Materials may be defined as pornographic, obscene, sexually explicit, or racist at the discretion of the director, or director's designee.
10. Users agree to the monitoring of their computer use by the library and its personnel to ensure compliance with library policies.
11. While it is the policy of the library to protect the user's right to privacy as much as possible, security is technically difficult to achieve. Electronic communications and files could become public. Therefore, the communication carried on via the internet should not be considered confidential.
12. The North Webster Community Public Library makes no warranties of any kind, neither expressed nor implied, for the Internet access it is providing, that the functions or content of the system will meet any user's specific requirement or that it will be error-free, or trouble-free, current or uninterrupted. North Webster Community Public Library will not be liable for any direct, incidental or consequential damages including lost data, information or income sustained or incurred in connection with the use, operation, or inability of use of the system.
13. The North Webster Community Public Library will not be responsible for the accuracy, nature or quality of the information stored on its hard drives or servers; nor the accuracy, nature or quality of information gathered through library-provided Internet access. The North Webster Community Public Library will not be responsible for unauthorized financial obligations resulting from library-provided access to the Internet.
14. In consideration for the privilege of using the Internet and for having access to the information contained on the Internet, users hereby release, indemnify, defend and hold harmless the North Webster Community Public Library, its trustees, employees and agents.
15. Users may not attempt in any way to alter, damage, abuse or sabotage computer equipment or software, alter configurations, or install any software. Anyone found to be abusing computers in any way may forfeit further library computer use, and may be financially and legally liable for damages.
16. Users must respect all copyright laws and licensing agreements pertaining to software, files, or other resources obtained via the Internet.
17. Any person whose use has been restricted by the North Webster Community Public Library Director pursuant to this policy may appeal the decision of the Director to the Board of Trustees of the Library.

Revised February 2023