

# Crook County Library

## Technology Use Policy

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Last revised, May 9, 2019

The Library provides technology and networks for you to use free-of-charge. Such technology may include computers, Internet access, mobile devices, and more. This policy lays out the ground rules for using these tools.

### **Purpose**

We are committed to providing access to information, education, recreation, and cultural resources for people of all ages and backgrounds. By providing technology, we hope to help ensure that everyone has equitable access to such resources and opportunities. Our staff and volunteers can help you learn how to use library-provided technology, although they may not be able to provide extensive one-on-one help, depending on demand and staffing. We encourage you to call ahead if you anticipate needing a lot of individual assistance. Technology allows us to integrate information from networks around the world with our other resources. In doing so, we strive to balance your rights to access resources with the rights of other patrons and staff to work in a public environment free from content intended to harass or intimidate.

### **Privacy**

We take a variety of measures to protect your privacy when you use our technology. See our Privacy Policy for details. Please keep in mind, however, that the library is a public place, and others may be involuntarily exposed to what you are viewing. Please remain sensitive to the fact that you are working in a public environment shared by people of all ages and motives, both for you and other people's personal protection.

### **Internet Access**

We offer Internet access through desktop and laptop computers, WiFi, and other devices. The Internet is a global network that neither we nor any other single organization control. We encourage you to evaluate whether information accessed via the Internet is valid and appropriate, as we cannot vouch for it nor are we responsible for any damages resulting from using it. Staff may be able to assist you with locating appropriate resources, basic Internet skills, and use of technology, depending on demand and availability.

### **Filtering**

Internet filters are installed on Library-provided desktop computers. Filtering software will block much objectionable content, although it may not block everything and potentially can block Constitutionally-protected materials. Nonetheless, filters help ensure that the library is a welcoming place for people of all ages.

Keeping with our commitment to freedom of speech and privacy, adults may choose whether they wanted filtered Internet access. We also affirm the rights and responsibilities of parents to make decisions for their children regarding Internet use.

- Adults (17+ years) may choose if they prefer filtered Internet access at the time they create their library account. They may change their decision at any time.
- Minors (16 years and younger) will have filtered access unless a parent/guardian designates they prefer unfiltered or no Internet access for their child.
- Visitor passes will have unfiltered access unless requested otherwise.

The library's WiFi and other Internet-enabled technologies are not filtered.

## Access by Minors

Children's spaces are designed to be welcoming for families. To best serve children, all computers in designated children's areas are reserved for children ages 12 or younger and their adult caregivers. We uphold the right of individuals no matter their age to access Constitutionally-protected content, so we encourage you and your children to discuss your expectations when they use library technology.

## Time and Other Limits

Our resources are limited, so we restrict some aspects of using our technology:

- You must use your own library card to access our technology. Staff are available to assist you if you forgot your card.
- If you lack a library card, visitor passes are available at the service desk. Minors desiring a visitor pass must have approval from their parent/guardian. Staff at their discretion may approve exceptions to these rules.
- You may use the computer for one hour per day, although you or a staff member may extend this time depending on demand.
- Desktop computers generally are intended for one person. Two people may work together as long as others' comfort and privacy is not compromised and walkways are not blocked.
- We charge for some technology-related services such as printing and earphones.
- If listening to content on a library or your own device, please use earphones.
- Internet speeds may be capped to ensure that bandwidth is distributed equitably among users.
- To ensure security and prevent illegal use, some web-based programs or services may be throttled or blocked.
- While our computers have several popular software tools, we cannot support all possible file - types or plugins. Third-party applications and browser plugins cannot be installed on library computers without official approval.

## Laptops

We also provide laptops for you to use in the building during open hours. They are available to anyone with a valid government- or school-issued photo ID and a Crook County Library card in good standing. In absence of a valid ID, staff at their discretion may accept other forms of collateral. Laptops may be used up to three hours a day. You must sign a form accepting financial responsibility before checking out a laptop. Children ages 12-16 require a parent/guardian signature. Children younger than 12 are ineligible to use laptops without adult supervision. Internet access is unfiltered on all laptops.

## Disclaimers

In addition to the rules noted above, we ask that everyone who uses library-provided technology please refrain from the following.

- Accessing, printing, or distributing material that violates federal, state, or local laws or regulations, including obscenity, child pornography, or materials that are libelous, defamatory, threatening, harassing, or otherwise illegal;
- Accessing the library's system, another computer system, or someone else's files or sensitive information without proper authorization;
- Mishandling, damaging, or attempting to damage computer equipment or software;
- Deliberately downloading, installing, or creating harmful applications, such as viruses;
- Tampering with device settings;
- Interfering with system operations, integrity, or security;
- Engaging in activity that is deliberately offensive or creates an intimidating or hostile environment;
- Violating intellectual property laws, licensing agreements, or website policies;
- Viewing material that could reasonably be considered pornography, as determined by staff.
- Refusing or ignoring a staff person's valid request.

Failure to abide this policy or other relevant policies may result in losing technology privileges, being trespassed from the library, or criminal prosecution, per our Use Restrictions Policy. We do not routinely monitor technology use but reserve the right to do so if we suspect laws or library policies are being violated. Staff are authorized to confiscate removable media, eject users, or contact law enforcement.

If you have any questions, comments, or concerns about this policy, please contact the Library Director.