SEWARD COMMUNITY LIBRARY & MUSEUM
INTERNET AND COMPUTER USE
POLICY

This policy is designed to ensure Library facilities serve their primary purposes, including the provision of a safe and orderly environment in which people may read, study, and use library materials. The rules may regulate disruptive behavior, noise, offensive odors, health and sanitation hazards, and bringing possessions, materials, or objects into the Library which are likely to interfere with its use by others. The rules may not unreasonably or unfairly restrict access to libraries by any person or group.

The Seward Community Library & Museum provides access to the internet and office software at itsfacility on 239 Sixth Street. Access to the Internet is compatible with the Library's endorsement of the *Library Bill of Rights*, the *Freedom to Read*, and the *Freedom to View* statements from the American Library Association. The Library upholds the right of each individual to have access to constitutionally protected material. The Internet is an unregulated network and the Seward Community Library & Museum does not take responsibility for its content. Security in an electronic environment cannot be guaranteed. All transactions, files, and communications generated using the Library's computers are vulnerable to unauthorized access. As with all Library resources, the Library affirms the right and responsibility of parents/guardians to monitor their minor children's use of the Internet.

All Library computers are located in public areas where minors are present. Responsibility for what is viewed by minors rests with their parents or legal guardians. Selection of adult materials is not restricted by the possibility that thesematerials may be accessible to minors. The law also prohibits the distribution of obscene material to minors. Individuals are expected to use library computers in alawful, responsible, and courteous manner.

To assure fair and equitable access, the Seward Community Library & Museum uses timing software on its public computers. *Temporary guest passes are available.*

COMPUTERS & EQUIPMENT AVAILABLE:

The library has computers available to meet varying needs. The time allotted isdetermined by the City Librarian.

- Wireless access (Wi-Fi) to the Internet is freely available for those who bringtheir own laptops or other devices with Wi-Fi capability.
- The Library does provide headphones
- Headphones must be used any time patrons listen tosound on computers or other devices.

PRINTING FILES:
- Black & white printing is available for 20¢ per page and must be paid in advance.

- Colored printing is .50 cents per page.

SAVING FILES:
- Work may be saved to mobile storage media such as USB ("jump") drives, butnot to the computer hard drive.

POLICY & SUGGESTIONS FOR USE:

- *Assistance* – Library staff will provide basic assistance. We suggest referringto the help screens as needed.
- *Quiet Area* – Computer stations are limited to no more than two people, space permitting.
- *Program Installation* – You may not download or copy other programs onto library computers.
- *Closing* – Computers are turned off 15 minutes before the library closes each day.

- The Library reserves the right to terminate a computer session that disrupts library services or that involves user behavior that violates the Library's policies.
- The user, or the parent of a minor, is responsible for his or her computersession and use of library equipment at all times.
- Parents should caution their minor children regarding personal informationthat should not be shared on the Internet.
- Library cards must be the sole property of the user; use of a family member'sor friend's library card is not acceptable. Guest passes are available upon request for patrons 18 years and older.
- Users must not engage in unacceptable and/or illegal use of computers, aslisted below.

Unacceptable and Illegal Uses of Computers include:

- Unauthorized access, including "hacking." Unauthorized disclosure, use, and dissemination of personal identification information and unlawful online activities.
- Use of the network to make unauthorized entry into other computational, informational or communication services or resource.
- To view, print, distribute, display, send or receive images, text, or graphicsthat are pornographic.
- Invasion of the privacy of others by attempting to view or read material beingused by others.
- To attempt to gain unauthorized access to restricted files or networks.
- To damage or modify computer equipment or software.
- To engage in any activity that is harassing or defamatory.
- Use of the computer for any illegal activity, including violation of copyright or licensing agreements.

Response to Violations:

Violations of Internet policy and procedures may result in loss of Internet accessand/or suspension of Library privileges, in accordance with the Suspension of Library Privileges Policy.

WARNING: PATRONS USE LIBRARY EQUIPMENT AT THEIROWN RISK

- The Seward Community Library & Museum is not responsible for documents lost due to a virus, damaged disks, or power failure. We are not responsible for your failureto save information before your time expires, nor are we responsible if you do not save your information properly to your disk. We strongly urge you to frequently save your data on a disk. In addition, documents or files produced on outside equipment may not be compatible with our programs.
- In spite of having virus protection programs, these computers are subject to infection. Any virus infecting a disk or memory stick can infect any other computer. WE ADVISE AGAINST USING DISKS HAVING PERSONAL DATA THAT HAS NOT BEEN EITHER "VIRUS-SCANNED" OR "BACKED-UP."
- Please be aware that these are public terminals. As a result, we cannot guarantee the confidentiality of any document produced at these computers. If you are concerned about the security of the information in your documents,we strongly suggest that you use a computer at a location other than a publiclibrary.

Approved by City Librarian: Bailey Sayler 3-30-2022