Internet and Computer Use Policy

The Walter E. Olson Memorial Library considers its endorsement of the [Library Bill of Rights](#) and the [Freedom to Read](#) documents to apply to the use of electronic information.

With regard to advances in technology and the growing needs of our communities, Olson Memorial Library endeavors to develop collections, resources, and services that meet the cultural, informational, recreational, and educational needs of the area. Access to the Internet is one of the services available to the public. Use of the computers implies agreement to comply with the library's Internet and computer use policy.

All Internet resources accessible through the library are provided equally to all individuals to use at their own discretion. Olson Memorial Library does not censor access to material nor protect users from information they may consider offensive. The library's policy does not contain a provision for the staff to monitor specific use of its public computers.

Therefore, parents and/or guardians who are concerned about access to Internet sites will be responsible for supervision of minor children in their care who use the library's computers. Good judgment and common sense are important when accessing sites on the Internet. Any activities that violate the rights of others to enjoy online use, or other services of the library, will result in direction to discontinue them. If such activities continue, computer privileges may be revoked. In extreme cases, violations of this policy may result in banishment from the library for a period of time to be determined by the library director.

Library staff will provide informal assistance when free to do so. Books and manuals with instructions on programs are available in the library collection and at the Internet stations.

USING THE LIBRARY COMPUTERS
In order to access the Library's public computers, a person must have either a library card or a guest logon that may be obtained upon showing proper identification at the Circulation Desk.

Library cardholders who have bills or other fees greater than $10 on their accounts will be unable to use the public computers. Library staff may exercise discretion in allowing access for those with fees above $10.

Cardholders under the age of 16 must have their library card with them to use a computer.

Public computers are available on a first-come, first-served basis. Each person is limited to 45 minutes per session, or 90 minutes per day on public computers. Sessions may be extended if no one else is waiting for a computer.

Personal software programs may not be installed on the workstations; personal software products may not be run. Persons who intend to use personal data storage devices/readers in

library computers must bring them to the staff at the circulation desk to be scanned with an anti-virus program.

Please log out of all programs that require a password. The internet is not a completely secure environment. Customers who handle financial transactions or other activities that require confidentiality do so at their own risk.

Activities prohibited under this policy include but are not limited to:

- Violation of any federal or state law
- False identification of oneself as another user
- Copyright infringement
- Acts of a threatening, harassing, or obscene nature
- Unreasonable noise or disruptive conduct
- Tampering with computer hardware
- Attempting to violate computer security
- Abuse of equipment
- Installing software or running programs that have not been installed by the library

Adopted: 10/16/1996
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