CITY OF MOUNTAIN VIEW LIBRARY COMPUTER AND NETWORK USE POLICY

POLICY:

The City of Mountain View Public Library, as part of its services to provide information and support educational pursuits, provides computer workstations and wired and wireless networks for customers to access the Library catalog, electronic Library resources, and the Internet. This policy establishes the regulations and procedures for customer use of Library computers, personal laptops, and other mobile devices accessing the Library's public networks.

The Library does not regulate the Internet and there may be material on the Internet that some members of our community may find inappropriate or without value. The Library uses filtering software on the Internet computers in the Children's and Teen areas of the Library. Filtering software is not guaranteed to block all inappropriate material. Otherwise, the Library does not restrict children's use of the Internet. As with use of any other Library materials, parents or guardians are expected to guide and supervise their children's use by selecting materials that are consistent with their personal values. Library staff will not assume this parental role.

DISCLAIMER:

- Personal information may not be secure or may be observed by others. Library customers use the Internet at their own risk.

- Material on the Internet may be copyrighted. It is the customer's responsibility to be aware of, and comply with, any notices concerning the copyright of information and to respect the copyright laws of the United States.

- The Library provides no guarantee on equipment functionality or saving of data. It is recommended that customers have a backup of their data.

<u>REGULATIONS FOR USING LIBRARY COMPUTERS, PERSONAL LAPTOPS, OR MOBILE DEVICES WITH THE LIBRARY'S WIRED OR WIRELESS NETWORKS</u>:

- All users must read and agree to comply with the provisions of the **Library Computer and Network Use Policy**.

- All users are expected to use these resources in a responsible manner, consistent with the educational and information purposes for which they are provided. Users are expected to exercise good judgment, be considerate of others, and follow the **Library's Behavior Policy**.

- All computer screens are located in public areas. Users should be aware that it is illegal to display harmful material to minors.

- Users who do not use the Library computers and network appropriately will be asked to end a search or session and may be prohibited from using the Library.

- Unacceptable, inappropriate uses include:

  - Violating Federal, State, or local laws or regulations, including those regarding accessing, viewing, printing, and distributing obscenity or child pornography.

  - Violating copyright laws or licensing agreements pertaining to software, files, and other resources obtained electronically.

  - Violating another user's privacy.

  - Engaging in any activity that is libelous, slanderous, or deliberately offensive.

  - Disrupting or interfering with network services and users.

  - Installing or downloading any software or attempting to alter software configuration on Library computers.

  - Tampering with, destroying, or damaging equipment, software, or data belonging to the Library.

  - Operating the Library's equipment or network for reasons other than intended authorized functions.

- Users are responsible for any damage to Library equipment, network, or software as a result of unacceptable use.

- Users who view harmful matter in the presence of a minor are subject to legal action. (California Penal Code 313.1)

PROCEDURES FOR USING LIBRARY COMPUTERS:

- A user must have a Library card and be in good standing to use the Internet computers up to 180 minutes per day without charge.

- Additional Internet use time may be requested and granted at Library staff's discretion.

- Users without a Library card can request a short-term guest pass or apply for a Library card with appropriate ID.

- Computers are available on a first-come, first-served basis. Customers can request the next available Internet computer on the second floor when all computers are in use.

- Computer stations in the Children's area are restricted for use by children and adults working with children.

- Computer stations in the Teen Zone are restricted for use by teens during the hours the Teen Zone is reserved for teens.

- Printing from the Internet stations or via WiFi is $0.15 per one-sided page or $0.25 per duplex page for black and white. Color printing is available for $0.30 for a one-sided page or $0.40 for a duplex page. Value is added to a Library card account at the first-floor Customer Service Desk, the Welcome Desk, or by using a kiosk on the first or second floor. Wireless printing is also available for iOS devices. There are no refunds available for printing.

- **All computers shut down automatically five minutes before the Library closes**.

Adopted by the Library Board of Trustees: April 16, 2007
Revised and adopted by the Library Board of Trustees: August 15, 2016
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LIB/Computer and Network Use Policy