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 resources for customers to access the Library catalog, (OPAC) and other electronic Library resources, and to access the Internet. The **Mountain View Public Library Internet Access Policy** defines Internet access in the Library. This policy establishes the regulations and procedures for customer use of Library computers, and personal laptops, and other mobile devices users accessing the Library's public networks, not the wireless network.

The library doesn't regulate the Internet and there may beis material on the Internet that some members of our community may find inappropriateunsuitable or without value. The Library useshas placed 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 their 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.

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

PRIVACY POLICY:

It is the policy of the City of Mountain View Public Library to protect the privacy of Library customers consistent with the law. The Library may keep statistical records of customer use of Internet computers: for example, the number of users each day or average session time.

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, ~~the display of~~ 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.

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

- All users must read and agree to comply with the provisions of ~~the City of Mountain View Library Internet Access Policy and~~ 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:

  — ~~Viewing material that violates~~Violati~~ng~~ons ~~of~~ 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 ~~to the average reasonable person~~.

- — 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 and data belonging to the Library.

- — ~~Any operation of~~Operating the Library's equipment~~, system, or software~~ 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)

- ~~A maximum of two people at a time may use a computer station. In the Training Center, only one person at a time may use the computer station.~~

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~~12090~~ minutes per day without charge.

- ~~A "CASSIE" account is necessary to use the Internet computers and requires a Library card number and password.~~

- Additional Internet use time may be ~~purchased for $5~~requested ~~at no charge for a 60-minute period; multiple 60-minute periods may~~ not ~~be requested~~purchased ~~for use in a single day.~~and granted at library staff's discretion.

- Users without a Library card ~~(i.e., visitors to the Library)~~ can ~~use the Express Internet stations for 15 minutes per day per person. This time limit applies even if no one is waiting. Express Internet stations do not have printers.~~request a short term guest pass ~~for 6015 minutes of Internet use per day~~ or apply for a Library card with appropriate ID.

- ~~Guest passes are available for customers without a Library card for $5 for one hour of Internet use that includes 10 pages of printing.~~

- Computers are available on a first-come, first-served basis. Customers can request the ~~"~~next available~~"~~ (eliminate quotes?) Internet computer on the second floor ~~by registering at a "CASSIE Kiosk."~~ when all computers are in use.

- **~~All computers shut down five minutes before the Library closes~~is closing**.

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

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

- Printing from the Internet stations or via WiFi is $0.15~~10~~ per one-sided page or $0.20~~15~~ per duplex page for black and white. Color printing is available for $0.30 for one-sided page or $0.40 for duplex page. Printing from Library catalog ~~(OPAC)~~ workstations is free. Value is added to a library card ~~CASSIE~~ account at the first-floor Customer Service Desk, the Welcome Desk, or by using a ~~CASSIE~~ 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**.

~~REGULATIONS FOR LAPTOP USERS ON THE LIBRARY NETWORK:~~

- ~~All users must read and agree to comply with the **posted** provisions of the **City of Mountain View Library Internet Access Policy and 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**.~~

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

- Unacceptable, inappropriate uses include:

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

  - Violating another user's privacy.

  - Engaging in any activity that is libelous, slanderous, or deliberately offensive to the average reasonable person.

  - Disrupting or interfering with network services and users, including: using malicious software or hardware, hacking, cracking, or phishing.

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

  - Any operation of the equipment, system, or software for reasons other than intended authorized functions.

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

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

PROCEDURES FOR LAPTOP COMPUTER USERS ON THE LIBRARY NETWORK:

- A user must have an Ethernet cable to connect to the Library's network. The Library does not provide these cables.

- ~~General information about connecting to the network is available at the Computer Help Desk on the second floor; however, staff does not provide personalized assistance and does not handle the customer's equipment.~~

Adopted by the Library Board of Trustees: April 16, 2007
Revised and adopted by the Library Board of Trustees: <u>August 15, 2016</u>~~July 18, 2016~~<u>New Date</u>~~July 21, 2008~~

~~LIB/Computer and Network Use Policy~~