

# **Library Computer and Internet Usage Policy**

The Red Bud Public Library provides free and equal access to the internet via public computers and a wireless network available for users to connect their personal devices (phones, tablets, laptops, etc.). The Library expressly disclaims any liability or responsibility arising from use of the internet or information obtained through the internet. Providing access to information is not an endorsement of the content viewed by patrons.

## **Internet and Wi-Fi**

The Library offers free, 24-hour use Wi-Fi for users to connect devices. It is an open network, no password needed, but users must accept the terms when connecting on their device(s). Wi-Fi is accessible inside the building and main portion of the Library parking lot (not the back portion).

The Library does not monitor or control the content of the material accessed through the internet and cannot be held responsible for its contents. Patrons should recognize that in addition to valuable and reliable information, the internet also contains inaccurate, out-dated, incomplete, and controversial material. Patrons and users are responsible for evaluating the accuracy of material they find on the internet. Red Bud Public Library and its staff are not responsible for the content in which patrons may come across when accessing the internet on a public access computer.

It is the responsibility of the parent(s) or legal guardian(s) to monitor a minor's access to information on the internet. Library staff do not monitor usage of the internet and are not responsible for granting or denying access to the internet by a minor.

The Library employs antivirus software, but cannot guarantee that its website, server, or any other website accessed by internet users is free of viruses or other harmful components.

The Library computers cannot provide support of all file types, browser plug-ins, or internet technologies.

## **Internet Use Privacy**

The internet in the Library, whether on a public computer or one's personal device, is not a secure medium. Information is not necessarily secure and safe against interception. Red Bud Public Library Staff are not responsible for the content in which patrons may come across when accessing the internet on a public access computer or their personal devices.

## **Computer Usage**

The Library has 5 computers available for its patrons and other members of the community to use for free and a library card is not required to use. The computers are on a first come, first serve basis during open hours; computer usage is not reserved. Regardless of start time,

computer users must sign-off 10 minutes prior to Library closing times. Outside of a user's personal login and password credentials, the library computers require no password for access. There is no charge to use the computers, but there is a small fee for printing. (See "Fees and Fines" for more information)

Computer usage should be kept to a maximum of 1 hour. However, if there is no other user waiting for a computer, usage time may be extended as needed by the librarian-on-staff. Regardless of start time, computer users are asked to sign-off 10 minutes prior to Library closing times.

Users will be courteous to others while using the computers. No more than 2 persons are allowed at 1 computer/workstation. Those working on the computer should speak quietly to one another. Cell phones should be on vibrate, silent or off, per the Library's cell phone policy. Any audio should be kept to a respectful level; library staff reserve the right to ask computer users to turn down audio levels if deemed disrupting to others.

The Library's computers are in a public area; others may be involuntarily exposed to what is being viewed by the computer user.

When using the computer, users are not to download any additional software or modifications to the library computers, unless pre-approved by the Library Director and/or the designated IT representative.

Red Bud Public Library Staff are not responsible for the content in which patrons may come across when accessing the internet on a public access computer.

## **Inappropriate Usage of Computers**

The Library is a family-friendly environment for the community, and therefore, any users accessing the computers should be mindful of what they are researching on the computers. Any vulgar or inappropriate information received on the Library computers is not permitted on the public computers and will not be tolerated, per this policy.

Inappropriate behaviors includes, but not limited to:

- Accessing computer through another person's name when signing-in
- Accessing sites not acceptable in a public setting
- Altering system hardware or software configurations and settings
- Downloading inappropriate software
- Sharing/transmitting threatening, obscene or harassing materials
- Misrepresenting one's identity in electronic communication
- Illegally getting possession of or spreading information (copyrights, hacking, etc.)
- Mishandling, damaging or making any attempt to modify library computer equipment or software; users are responsible for damages of equipment beyond normal wear and tear

When any of the above, or what the librarian-on-staff deems as inappropriate, the user will receive 1 verbal warning by the Library staff. Any repeated warnings will result in being asked to leave the Library for the balance of that calendar day. Refer to “Library Conduct Policy”, sections 1-8 for more information.

Any repeated offenders may be barred from the Library for a period of a calendar month or indefinitely.

## **Printing**

The Library computers are connected to the Library copier, behind the front desk. Those who wish to print from a Library computer can do so willingly, however, there is a small fee to print. Before printing, please ensure only the pages needed are being printed and the ink selection is correct (black and white or color). Users are charged for every page that is printed, regardless if it is needed or not.

The printer/copier of the Library is not wireless. Printing must be done from a Library Computer.

Printing fees are:

|                 |                |                 |
|-----------------|----------------|-----------------|
| Black and White | 8.5 in x 11 in | \$0.25 per page |
|                 | 8.5 in x 14 in | \$0.25 per page |
|                 | 11 in x 17 in  | \$0.75 per page |
| Color           | 8.5 in x 11 in | \$0.75 per page |
|                 | 8.5 in x 14 in | \$0.75 per page |
|                 | 11 in x 17 in  | \$1.00 per page |

Once documents are printed, users can pay the fee at the front desk upon receiving printed materials. Front and back are counted as two separate pages. Cash or check payments only.

---

*Adopted* August 14, 2008

*Revised* March 8, 2018; May 5, 2022; November 9, 2023; October 10, 2024