

## COMPUTER USAGE POLICY

1. You must have a Stillwater Public Library card or visitor's usage permit to access library computers. **Use of another patron's library card may result in the revoking of computer privileges for both the card holder and the user of the card.**
2. Wireless access on personal laptops does not require a library card. By choosing to use this free service, you agree to abide by this Computer Usage Policy, which you may view at the reference desk or at the information kiosk. Library staff is not able to provide technical assistance and no guarantee can be made that you will be able to make a wireless connection.
3. Children under the age of eighteen (18) must have a completed Computer Usage Form for Minors signed by a parent or legal guardian (see Appendix A).
4. All policies regarding circulation of library materials apply to the use of library computers.
5. E-mail accounts are not provided by the Library; however, email accounts can be established with a web-based email service.
6. Appointments for library computers are made at the individual computer or at the computer reservation station.
7. Appointments may be scheduled in advance, but no more than two appointments may be made per day. No telephone reservations will be made. Appointments will be held until 5 minutes after the scheduled appointment time.
8. Library computers are scheduled for 60-minute appointments. If there are no pending reservations, this time may be extended in fifteen minute increments.
9. No more than two people are allowed per library computer.
10. Use of the Stillwater Public Library's Internet access, including wireless access on personal computers, to engage in any activity that constitutes a violation of local, state, or federal laws is strictly prohibited. Accessing and viewing materials in a manner that creates the existence of a sexually hostile working environment is also prohibited. Usage that reconfigures library computers, modifies installed software, or results in damage to library computers and equipment is not allowed.
11. Printing is available at library computers for a fee. It is the responsibility of the user to pay for printing at the Printing Vend Station. Print jobs expire after six hours. Printing is not available for personal laptops.
12. Computer use in the Library will be managed in a manner consistent with the Library's Personal Conduct and Underage Policies posted in the Library.
13. Failure to comply with this policy will result in revoking of privileges for one year.

*I have read the Stillwater Public Library's Computer Usage Policy and agree to its terms and conditions. I understand that the Library has no responsibility or obligation to restrict access to material on the Internet that I may find personally offensive. I understand that the Library is unable to monitor use of the Internet by children **regardless of the presence of filtering software** and that responsibility remains with the parent or legal guardian. I agree not to use the Library's Internet terminals or wireless access to libel, harass or threaten others, to engage in unlawful activities or to tamper with hardware or software belonging to the Library or the City of Stillwater. In consideration of the privilege of using the Stillwater Public Library's Internet terminals and wireless access and having access to the free information contained within it, I hereby release and hold harmless the City of Stillwater, its officers, agents, servants, or employees, volunteers, representatives, or advisors from any and all legal liability or responsibility for any and all claims, damages, losses, costs or expenses arising either directly or indirectly from the use of the Library's Internet terminals or wireless access whether or not caused in whole or in part, by alleged negligence of the City of Stillwater, its officers, agents, servants, employees, volunteers, representatives or advisors.*

## INTERNET ACCESS INFORMATION

In using the Internet at the Library, please be aware that:

- ◆ the Internet is largely unregulated;
- ◆ not all sources on the Internet provide accurate, complete, or current data;
- ◆ there are sexually-explicit or other materials which you may find offensive;
- ◆ Internet filters may not protect you or your children from offensive material;
- ◆ Internet filters may not completely protect you or your children from access to electronic mail, chat rooms, or other forms of direct electronic communications;
- ◆ Internet sites frequently change addresses or close down;
- ◆ the Stillwater Public Library cannot protect you from information you may find offensive;
- ◆ the Stillwater Public Library cannot protect the security of any personal information you provide on the Internet and strongly discourages the release of personal information;
- ◆ Parents assume full responsibility for their minor child's use of the Internet.

Disagreements with any aspect this policy may be appealed to the Stillwater Public Library Board.

Approved by Library Board 5/28/02.

Revised 6/18/02; 1/30/03; 4/27/04; 2/22/05; 8/23/05; 1/24/06; 4/28/09

**APPENDIX A**

**LIBRARY COMPUTER USAGE CONSENT FORM FOR MINORS**

**PLEASE SELECT ONE INTERNET OPTION FOR MINOR CHILD:**

\_\_\_\_\_ **HIGH FILTER** (Computers in children’s area only; no access to email or chat)

\_\_\_\_\_ **LOW FILTER** (May use any computer in the Library; access to email & to chat)

\_\_\_\_\_ **NO ACCESS**

- *I have read the Stillwater Public Library’s Computer Usage Policy and agree to its terms and conditions. I understand that the Library has no responsibility or obligation to restrict access to material on the Internet that I may find personally offensive.*
- *I understand that the Library is unable to monitor use of the Internet by children **regardless of the presence of filtering software** and that responsibility remains with the parent or legal guardian.*
- *I agree not to use the Library’s Internet terminals or word processing computers to libel, harass or threaten others, to engage in unlawful activities or to tamper with hardware or software belonging to the Library or the City of Stillwater*

*In consideration of the privilege of using the Stillwater Public Library’s Internet terminals and wireless access and having access to the free information contained within it, I hereby release and hold harmless the City of Stillwater, its officers, agents, servants, or employees, volunteers, representatives, or advisors from any and all legal liability or responsibility for any and all claims, damages, losses, costs or expenses arising either directly or indirectly from the use of the Library’s Internet terminals or wireless access , whether or not caused in whole or in part, by alleged negligence of the City of Stillwater, its officers, agents, servants, employees, volunteers, representatives or advisors.*

Child’s signature \_\_\_\_\_

(Child MUST sign)

Child’s printed name \_\_\_\_\_

Parent’s Name \_\_\_\_\_

(Please Print)

Parent’s Signature \_\_\_\_\_

(Parent MUST sign)