

## STILLWATER PUBLIC LIBRARY COMPUTER AND INTERNET USE POLICY

### General Use

1. Persons who live, work or go to school in Payne County must have a Stillwater Public Library card to use the computers. Visitors must request a guest pass with photo identification. **Use of another patron's library card may result in the revoking of computer privileges for both the cardholder and the user of the card.**
2. Wireless access on personal devices does not require a library card. By choosing to use this free service, patrons agree to abide by this Policy, which may be viewed on the library's webpage or at the information kiosk.
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). Parents assume full responsibility for their minor child's use of the Internet and may view guides for keeping children safe at [http://library.stillwater.org/for\\_parents.php#internetsafety](http://library.stillwater.org/for_parents.php#internetsafety).
4. Appointments may be scheduled in advance, but no more than 2 appointments may be made per day. No telephone reservations will be made. Appointments will be held until 5 minutes after the scheduled appointment time.
5. Library computers are scheduled for 60-minute appointments. If there are no pending reservations, this time may be extended in fifteen minute increments.
6. Printing is available from 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 available for some personal devices by downloading a program from the library's webpage.
7. Computer use in the Library will be managed in a manner consistent with the Library's Personal Conduct ([http://library.stillwater.org/docs/Personal\\_Conduct2014.pdf](http://library.stillwater.org/docs/Personal_Conduct2014.pdf)) and Underage (<http://library.stillwater.org/docs/Underage2014.pdf>) policies posted in the Library. All policies regarding circulation of library materials apply to the use of library computers.

### Prohibited Use

1. 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.
2. Unauthorized access and disclosure, use or dissemination of personal identification regarding minors is prohibited.
3. Accessing and viewing materials in a manner that creates the existence of a sexually hostile working environment is prohibited.
4. Usage that reconfigures library computers, modifies installed software, or results in damage to library computers and equipment is prohibited.
5. No more than two people are allowed per library computer.

### Library Assistance

1. The Library cannot protect patrons from information they may find offensive.
2. The Library uses technology protection measures (filtering software) that meets the requirements of the Children's Internet Protection Act (CIPA) by protecting users from visual depictions that are a) obscene; b) child pornography; and c) harmful to minors. Subject to staff supervision, certain blocked websites can be made accessible for adults.
3. The Library cannot protect the security of any personal information provided on the Internet and strongly discourages the release of personal information.
4. Library staff can assist on electronic devices to the best of their ability but cannot be held liable for the contents or performance of devices.

Failure to comply with this policy may result in having library privileges revoked.

*I have read the Stillwater Public Library's Computer Usage Policy and agree to its terms and conditions.*

*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 unauthorized use, 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.*

Disagreements with any aspect of 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; 12/28/10; 10/23/12; 4/22/14

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 all other computers in the Library; access to email & to chat)

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

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Child's signature \_\_\_\_\_  
(Child MUST sign)

Child's printed name \_\_\_\_\_

Parent's Name \_\_\_\_\_  
(Please Print)

Parent's Signature \_\_\_\_\_  
(Parent MUST sign)

Revised 4/27/04; 8/23/05; 7/14/06; 8/24/07; 4/28/09; 10/23/12