Internet Access and Computer Use Policy
Valley City Barnes County Public Library
Adopted and Approved by Library Board April 2017
Amended October 17, 2019

Purpose
The library has patron access workstations available for public use. All workstations provide internet access and several commonly used office productivity programs.

Registration
Patrons are required to sign in with their library card to use the public access computers. By signing in, patrons agree to the terms of the library policy. Usage may be restricted to one hour if there are patrons waiting to use the computers. Members of the public without a library card must show a photo ID and may be signed on with a guest card.

Children's use of computers
The children's department has two internet connected workstations available.
Parents are responsible for the behavior of their children and any materials or content they access while online. The children's sign on profile offers access to numerous "child friendly" websites and the library does using filtering software however no system is perfect and it is therefore incumbent on the parent/guardian to monitor their child.

Liability
To provide the best level of security we can in a public access situation, the library's present system creates virtual sessions. Upon login, a new desktop is created for the duration of the session. Upon logout, the session and all data is deleted including all internet history and any files created and/or downloaded.
Additionally, all internet access, including Wi-Fi, is behind a robust firewall and network security appliance.
While the library provides due diligence for connectivity, access, and security of data, the library accepts no responsibility for:
- Accuracy of information found online
- Damages resulting from loss of connectivity
- Breaches in security
- Breaches of personal data
- Exposure to or infection by malware
- Compatibility of patron devices (usually flash drives) with our system

The library accepts no responsibility for lost or misplaced items.

The library accepts no responsibility for what patrons' access online.

Patron access computers automatically log off one (1) hour after logging in. Any information on the screen will be lost and cannot be recovered. Patron's are responsible for keeping track of the time.
If no one is waiting to use a workstation, staff can extend session times in hourly increments.

Patron access computers shut off five (5) minutes before the library closes. Any information on the screen will be lost and cannot be recovered. Patron's are responsible for keeping track of the time.

The library does not retain any record of who uses the workstations or what data was accessed. We only track the number of daily logins and total session duration for statistical reporting purposes.

Legal Compliance
The Internet contains all kinds of resources offering many types of information; some information may be offensive to some users. The library does provided light filtering in compliance with the Children's Internet Protection Act (CIPA).

Library internet access cannot be used to access obscene materials, child pornography, or materials harmful to minors as defined by community standards:
- Whether the average person, applying contemporary community standards (not national standards, as some prior tests required), would find that the work, taken as a whole, appeals to the prurient interest;
- Whether the work depicts or describes, in a patently offensive way, sexual conduct or excretory functions specifically defined by applicable state law;
- And whether the work, taken as a whole, lacks serious literary, artistic, political, or scientific value

Prohibited Activities
Library staff members have final authority regarding propriety of patron conduct. Prohibited activities include, but are not limited to:
- Unauthorized access, including hacking
- Piracy
- Accessing or displaying obscene materials
- Cyberbullying
- Bringing food or drink into the lab/computer area
- Identity theft
- Talking on the phone
- Listening to audio without headphones
- Installing software on library computers
- Any behaviors that impair the ability of other patrons to use the library

Enforcement
Patrons perceived to be in violation of this policy will receive:

1. A verbal warning
2. A written warning (library incident form)
3. Banishment from use of the library's public Internet computers

Printing Charges

Patrons will be charged $0.15 per page for B&W prints/copies.
Patrons will be charged $0.50 per page color prints/copies.
The library is not responsible for printing errors and highly recommends using print preview if available for the document.

Wi-Fi

The library provides free Wi-Fi to all library users. Wi-Fi is password protected.
Access to Wi-Fi is covered by the terms of this policy.
Violators will have their device's MAC address blocked to prevent access.

Staff assistance with library workstations

Staff can provide assistance logging into our workstations and can provide a quick function overview. Assistance beyond this will be dependent on staffing levels and may not be available on certain days and times.

Staff cannot fill out any forms for patron's including, but not limited to; tax information, medical information, legal information, and census information.
Staff cannot advise patron's how to fill out forms nor assist answering questions beyond function.

Staff cannot fill out job applications for patrons. Staff cannot assist with resume or cover letter writing beyond basic spelling and grammar checks and are not liable for any mistakes made or missed.

Staff assistance with patron's personal devices

We recognize public libraries have in many cases become the default go to place for assistance with consumer and personal electronics.

Staff can provide assistance in accessing library related software (Overdrive, RBDigital, etc.) and setting up log in information.

Staff cannot provide technical assistance with personal devices nor recommend apps or software.

The library accepts no responsibility for a patron's personal electronic devices including but not limited to; incompatibility of library related software, issues with setup, software updates, or errors made during setup.