

Unger Memorial Library

Policies & Procedures

Internet use

March 10, 1998; rev. May 8, 2001; rev. December 11, 2001; rev. April 9, 2002; rev. June 28, 2002; rev. April 8, 2003; rev. May 8, 2007; rev. February 12, 2013; rev. October 11, 2016)

- **Introduction**

In addition to the use of Microsoft Office and other reference programs, the fourteen computers in the Unger Library's reference section (plus one 15-minute-only computer) are also available for public Internet access and, if desired, printing out specific pages. There is no charge to surf the Internet but there is a nominal fee for printing. Files may be saved to CDs, DVDs, or on flash drives plugged into the external USB sockets on the side of each monitor. Programs may be brought in by patrons to run either from a CD, DVD, or flash drive but will not be permanently stored on any computer. Also, a patron may listen to music or watch a movie using the DVD/CD drive during his Internet session.

- **Be circumspect in viewing Web pages**

We expect patrons to be circumspect in viewing Web pages, chatting/Facebooking, and corresponding through email. This mostly means naked folks (we'll be the judges) but may also apply to other obviously graphic (e.g., violent) depictions or inappropriate language. We will not jeopardize this service because of a patron's blatant disregard for conservative community standards. We do not filter any Internet content; however, using the Internet in the public setting of the Unger Library requires your agreement to surf conservatively. Just because the material is legal *does not* imply that it is appropriate for viewing at Plainview's public library. Library staff will monitor Internet use and the librarian will be the arbiter of appropriate use.

- **Precautions**

Please do not give out personal information to strangers you meet on the Internet! Don't forget to log off email, chat rooms, IM, etc. when you are finished with your session. If you do not make a copy of your work prior to leaving the workstation it will be gone if not saved to a CD, DVD, flash drive, or even the hard drive itself; in this last instance, however, all data created (or downloaded) will disappear the next time the computer is rebooted. If you have used a credit card or other sensitive information, logging off that program or exiting the browser will usually clear any information but to be on the safe side, let someone on the library staff know when you're done and we will reboot your computer, thus erasing all traces of your session. In this regard, if you let staff know ahead of time that you will be conducting sensitive transactions we will try to place you on either computer #2 or #14 to maximize confidentiality in a public setting.

- **Sign up to use the Internet**

Library patrons in good standing (i.e., those with no outstanding fines or overdue library materials or bad behavior) who wish to use the Internet will be required to sign up for one 1-hour session per day (beginning and ending of the day sessions on half of the computers actually are

for 1½ hours). Patrons may sign up for a computer only on the same day of use. Patrons may not sign up for a computer using somebody else's library card. Any patron found using a computer assigned to another patron will have her/his computer privileges revoked. Extended hours may be granted by the library staff for broadly *academic* (schoolwork, resume composition, defensive driving test, etc.; the librarian will make any other exceptions) use. If no one is signed up at a particular time, or if someone is more than 10 minutes late for his session, the computer will be available on a first come/first served basis. Also, the last sessions prior to closing will be terminated at 5 minutes before the hour. We will try to keep our computers up and running as best as possible but keep in mind that many connections have to be made for a successful Internet session. So please don't complain if forces beyond our control—our Internet service provider or some other connection down the line—prevent your access to a Web site or even the use of the Internet at all.

- **Printing**

The 15 Reference/Internet computers and IRS-only computer share networked black & white and color laser printers. Web pages or other documents/images may be printed (usually about two computer screens' worth will fit on one printed page) for a charge of 10¢ per page for black & white copies or 25¢ for color copies or 50¢ for 11x17 copies. Double-sided copies will be charged double the respective amounts. Printing charges will be waived for job-related activities, e.g., résumés and job applications.

- **Training**

Library staff will provide a brief introduction to the Internet for new users. Once we have shown you how to use the mouse to move from screen to screen, explained the functions of the mouse buttons and keyboard and showed you how to enter an Internet address and do a simple keyword search, then you're on your own.

- **Suspension of Web use privileges**

(Note: it is the patron's responsibility to make sure his computer is "clean", i.e., no programs are running and the computer has been returned to the desktop, before AND after his session.)

First warning, then suspension of Web use privileges will be made by the librarian for the following infractions:

- Deliberately changing any computer settings (including altering the default home page).
- Rebooting the computer—either through Windows shutdown or by pressing the reset or on/off switches. Library staff will reset computers when necessary or requested.
- Refusing to relinquish the computer promptly once your time is up.
- Ignoring the staff's single warning to be circumspect as to which Web pages are viewed.
- Loitering intrusively (it's our call), harassing other Web computer users, or being excessively noisy.
- Failing to pay for copies you have printed, good or otherwise.
- Knowingly downloading or installing malicious software. Obviously, no software which requires rebooting the computer will be allowed. Also, while we don't encourage use of file sharing and will not install file sharing software, we don't police this activity either; rather we allow patrons to make their own decisions in this matter. If normally used utilities such as Acrobat Reader, Flash, Shockwave, etc., or Windows need to be updated, the librarian will do so.

If a patron is caught red-handed in a policy violation, library staff will issue a warning and get the librarian to talk to the patron to make this Internet policy VERY clear to the patron. Library staff will give that patron a printout of the Unger Library's Internet policy. If the librarian is not available or if the patron has already left then the patron's name will be flagged to have to talk to

the librarian before being allowed to use the Internet computers again. Any further violation and that patron will lose the privilege of using the library's Internet computers.

- **Who can use the Internet computers?**

Generally, patrons who have begun 6th grade and older can sign up and use the Internet computers without special permission. The librarian may grant permission, possibly with the contingency that a parent be continuously present, to younger patrons if they can display some measure of computer competency. Keep in mind that these computers are reference tools, not toys, so while just exploring the Web is OK—and certainly encouraged—random typing and punching the mouse buttons don't qualify as bona fide research.

- **What if I don't like what I see on the screen?**

If you accidentally come across Websites that you find personally offensive, please exit that site and move on to others. One of the benefits (and hazards) of the World Wide Web is that it is an amazingly diverse, uncensored potpourri of stuff — some useful, some not; some factual, some not; some aesthetically pleasing, some not; some offensive, some not — but heed this caveat that it may not all be to your liking and let it go. Please don't hesitate, though, to ask library staff for assistance or to note any questionable behavior. Also, please be aware that your child may stumble(?) across questionable sites, so his presence in the library implies your consent to look at *any or all* of our library materials, to check out *any or all* circulating materials, and *to surf the Internet*.