

Will Rogers Library

Computer and Internet Use Policy

The Will Rogers Public Library provides access to the Internet through networked public library computers and/or wireless access via library or personal wireless devices as a means to enhance the information and learning opportunities for the citizens of the library's service area. The Will Rogers Library computers are considered a limited and valued resource. Their intended usage is for research and information acquisition.

Compliance:

The Library's Computer and Internet Use Policy is made available at login on every computer, at the front desk, and online. Through the application of this policy, the library endeavors to comply with all state and federal laws. Any adult wanting access to wireless connectivity, the internet or computers, either for themselves or for their minor child, must agree to the Computer and Internet Use Policy. Parents of minor children must assume responsibility for their children's use of the Library's internet service. It is the responsibility of the Patron to read the agreement in its entirety at login. By Clicking 'I agree', Patron assumes all responsibility.

Failure to comply with this policy or other library policies may result in a suspension of use of the Library's computer and internet services. Staff has the right to end a computer session of a non-compliant patron by verbal request, by logging out of the computer session at the individual terminal for the patron, or blocking the user's card remotely. Repeat offenders may be restricted from use for a period of time or have their library card revoked. Users are financially responsible if noncompliance results in damage to Library computers, equipment, or software.

Internet Access

Adult individuals age eighteen and above may access the internet at the library as either cardholders or visitors. When a patron applies for a library card, computer use privilege is granted. Users who are not card-holding patrons of Will Rogers Library will be granted internet privileges when a proper ID is presented at the Circulation Desk. Patrons who are not in good standing with the Library will be denied access to computer/internet usage either by software or by the Library staff.

Headphones

Headphones for library computer use are available at the circulation desk. In order to request headphones, patrons must have a current, valid Will Rogers Library card in good standing (no fines or fees over \$5.00). Visitors must have a current, valid Driver's License to be left with the circulation desk while headphones are in use. Headphones will be checked out to patrons & visitors for the two hour computer access time at no charge. If headphones are not returned, or are damaged while checked out, the patron / visitor will be charged a \$2.00 replacement fee.

Laptop Availability

The Library has a limited number of wireless laptop computers available for staff and genealogy volunteer use on library premises. All rules and regulations stated in this policy apply equally to laptop use.

Will Rogers Library laptop computers are only available for use within the library and can not be removed from the building. Any attempt to remove a laptop from the library will be interpreted as intent to steal the laptop and will be prosecuted as such.

Disclaimer and Children's Use of the Internet:

The Will Rogers Library, staff and/or City of Claremore IT staff assume no responsibility whatsoever for use of the internet by library customers of any age, including minor children under age 18. The Individual users and parents of minor children accept responsibility for their own use and their children's use of the internet through library system connections by agreeing to the login policy and by signing the application for a library card. The library staff is not responsible for monitoring the use of computers by minors.

Caution:

The Internet is a decentralized, un-moderated global network; the Will Rogers Library assumes no responsibility whatsoever for the availability or accuracy of information found on the Internet.

The Internet also enables access to some material that may be offensive, disturbing, and/or illegal. For this reason, and to ensure compliance with the Children's Internet Protection Act (CIPA) and E-Rate requirements, the Will Rogers Library requires filtered access to the internet when using any type of library connection, including wireless. As a result of the filtering, patrons may sometimes be unable to reach particular web sites. Please note: No filter is 100% effective and may block access to some sites while allowing access to others.

Please note that due to filtering capabilities, in order to remain in compliance with CIPA regulations access to video- and image-based sites will be restricted on patron computers.

The library cannot assure that data or files downloaded by users are virus-free. The library is not responsible for damages to equipment or data on a user's personal computer from the use of data downloaded from the library's Internet service.

There is NO guarantee or expectation of privacy inherent in the use of the Computers, the internet, e-mail, messaging, or other activities on City provided computers/equipment. Patron computers may be viewed at any time by other patrons, library staff, and closed circuit networks. Unacceptable use or any activity relating to or in support of illegal activities will be reported to the proper authorities and may be subject to prosecution by local, state, or federal authorities. Use of library computers and/or wireless connectivity for viewing obscene material as determined by Oklahoma State Statute, Title 21 is strictly prohibited.

The Will Rogers Library, its staff, and the City of Claremore will be held harmless for any and all claims of any nature arising from the use of, or the inability to use, the internet service.

Regulations of Use:

- Internet use is offered in two-hour (120 minute) sessions on a first-come, first-served basis. Each user is allowed one session.
- A patron may request another session if a PC is available, but must relinquish the computer if another patron requests use of the service.
- Library personnel will be able to assist patrons with the basic functions of searching and internet use, however, staff members cannot be available for extended periods of instruction.
- Library staff will not offer technical assistance with patron connection or hardware on wireless computers, nor with peripheral devices belonging to patrons. Library staff is not responsible for the safety, security, or configuration of patron hardware.
- Library staff is not responsible for data transmitted by patrons.
- Printing cost: \$.10 per page.
- Computers will be shut down 15 minutes prior to closing.
- If applicant is under 18 years of age, a parent or legal guardian must sign and agree to take responsibility for their child's internet use as part of the library card application. Minors without library cards or parents present will not be allowed to use the internet.
- If an adult patron does not have their library card/card number, access may be granted one time only with proof of identity via Driver's License. Minors must have their library card number in order to access the computers.

Public Library Computer/Internet Users Must:

- Read and agree to abide by the library computer policy at login
- Abide by and uphold copyright laws and all other applicable laws and regulations
- Agree not to incur any costs to the library through their use of the Internet service
- Use their own library card for internet access
- Be aware that the inappropriate use of electronic information resources can be a violation of local, state, and federal laws and can lead to prosecution
- Be held responsible for his/her actions using the internet

Public Library Computer\Internet Users MUST NOT:

- Create and/or distribute computer viruses over the Internet
- Deliberately or willfully cause damage to computer equipment or software
- Install, download, or delete software
- Attempt to alter hardware or software configurations
- Use library computers, Internet, or wireless connectivity on personal computers to engage in any activity that constitutes a violation of local, state, or federal laws. Such activity is strictly prohibited.
- View materials of a sexually explicit nature. Such activity is strictly prohibited

Failure to comply with this policy or other library policies may result in a suspension of use of the Library's computer and Internet services. Repeat offenders may be restricted from use for a period of time or have their library card revoked. Users are financially responsible if noncompliance results in damage to Library computers, equipment, or software.