

# CLARK COUNTY PUBLIC LIBRARY INTERNET WORKSTATION ACCESS POLICY

April 2009

The Clark County Public Library offers free Internet access via the Ohio Public Library Information Network (OPLIN) and word processing on designated Internet workstations at each library location. Information available via the Internet is not warranted to be accurate, authoritative, factual, or complete. Information available via the Internet through the Clark County Public Library workstations does not constitute any endorsement of that information.

- By using a workstation, the authorized user has agreed to this policy. Workstations are available on a “first-come, first served” basis. Advance reservations are not available.
- Users are responsible for their own choices of websites. As with other library resources, parents and guardians of minor children assume responsibility for the appropriate use of Internet resources.

**WHO MAY USE:** All patrons may use an Internet workstation; however, all patrons must have a Clark County Public Library card.

- Minors under 18 years of age also must have parental or legal guardian signature consent to use an Internet workstation.
- Adults who are visiting from out of state or in the military may access a workstation by presenting photo identification with birth date using a visitor library card.

**FINES/FEES:** Users that have fines/fees of \$5.00 or more will not be able to use an Internet workstation.

**USING AN INTERNET WORKSTATION:** Users must sign-up at the automated sign-up system. Visitors must request a visitor card at the desk.

**USING AN EXPRESS INTERNET WORKSTATION:** Users sign-on at an open Express Internet workstation.

**NUMBER OF USERS:** Only 1 patron is allowed at a workstation at a time; however the Library may allow more than 1 if circumstances warrant. The user of the library card that has been used to sign-on is responsible for the use of the workstation.

**TIME LIMITS:** A session time limit of 60 minutes will be assigned to an Internet workstation, 15 minutes for an Express Internet workstation. At the end of the session time limit, the workstation will automatically shut down. A user may have consecutive sessions on an Internet workstation. Consecutive sessions are not available on an Express Internet workstation.

**AMOUNT OF TIME AND NUMBER OF SESSIONS:** Patrons may have a maximum of 3 sessions a day, for a possible total use of up to 3 hours. Visitors may have a maximum of 2 sessions a day, for a possible total use of up to 2 hours.

- Limited use beyond the number of sessions may be allowed provided no other users are waiting for a workstation.
- Users will need to plan their time wisely. Allow sufficient time to download or print data before the end of the session or the information will be lost.

**WAITING LISTS:** When all of the available Internet workstations are in use, the Library will establish a waiting list through a computer management system. Users are responsible for monitoring their place in line. Users will have a 5-minute grace period to sign-in on their assigned workstation or the user will forfeit their session. A waiting list will not be established for the Express Internet workstations.

**FILTERING:** The Library does not filter Internet workstations.

**PRINTING:** Printing charges are 10 cents per side of paper for black and white copies. Color copies are not available. Only Library supplied paper may be used. Jobs not printed will be deleted at the end of the day.

**UPLOADING/DOWNLOADING:** Uploading software onto the Library's workstations is not permitted. Only programs installed by the Library may be used. Users may download data or word processing documents to their personal storage device. The Library is not responsible for storage devices left behind at the end of a session.

**WORD PROCESSING/INTERNET APPLICATIONS:** The Library has installed Microsoft Office. Staff assistance for Microsoft Office and for Internet applications (free e-mail accounts, tax preparation programs, searchable databases, etc.) will be at a very basic level. Staff cannot provide technical support for these programs and applications, nor can staff set up user's free e-mail accounts.

**INAPPROPRIATE USES:** The Library's Internet workstations may not be used for unauthorized or illegal purposes. Misuse will result in the loss of a user's Internet privileges. Unacceptable uses include, but are not limited to:

- Using another patron's card to get extra sessions on a workstation.
- Using another patron's card to get on a workstation if your card is blocked for fines and fees.
- Accessing text or graphics that may be reasonably construed as sexually explicit.
- Destruction of or damage to equipment, software, or data belonging to the Library.
- Unauthorized copying of copyright-protected materials.

**STAFF MONITORING:** The Library has the right to monitor Internet workstation use for compliance with this policy. Library staff will determine what constitutes a violation of this policy.

**LIABILITY:** The Library assumes no liability for any loss or damage to users' data, storage device, or personal computer, nor for any personal damage or injury whatsoever that may occur from use of the Library's computers and network. The Library cannot guarantee successful Internet connections.