

POLICY

Category: Services

Number: D.04

Title: **Public Use Computer Policy**

Effective Date: **December 1, 2018**

Authorized By: CFL Board of Trustees

Last Revision: February 3, 2018; July 7, 2012; June 5, 2008; June 16, 2004;
December 17, 2003; August 28, 2003; June 27, 2001; April 27, 2000;
March 29, 1998; October 23, 1996

The primary purpose of the public-use computers is to offer patrons microcomputers for personal use. Peripherals available include a black-and-white printer, color printer, and scanner. The software available on the computers include word-processing, spreadsheet, Internet-browsing, and presentation packages purchased by the Library.

All users of the computers are expected to use this Library resource in a responsible and courteous way, consistent with the purposes for which it is provided, and to follow the Principles of Use established in this policy and in the Internet Acceptable Use Policy. Violations of these policies may result in suspension or loss of the privilege to use these resources. Illegal activity involving the Library's computer resources will be subject to prosecution by the appropriate authorities.

Patrons must have current library cards or computer lab visitor cards to use computers. Computer lab visitor cards are available for patrons who do not qualify for MCFLS library cards and may be applied for at the Circulation Desk. Computer lab visitor cards will be issued to patrons with current identification, who are not residents of Milwaukee County. Children under the age of 15 must have parental permission to obtain computer lab visitor cards.

All patrons must acknowledge an online statement of agreement to abide by all the rules and regulations set forth in this policy before usage begins.

Principles of Use

1. Users must not attempt to crash, degrade performance, or gain unauthorized access to the Library's computer systems and networks.
2. Reference manuals and how-to instruction sheets will be available in the Computer Lab for assistance. The Library may also periodically sponsor training sessions in the use of our computing equipment.

Services. D.04.1

3. Library Staff will assist as they are able in helping patrons with computer applications and will refer patrons to appropriate books, online tutorials, or classes for further assistance. When assisting patrons with computer resources, staff will not enter personal information for patrons.
4. Computers in the Computer Lab can be used for two hours per patron per day. Patrons needing more than two hours per day may borrow an iPad.
5. Daily use of the workstations in the Computer Lab is for a two hour session. Sessions may be extended for an additional 30 minutes if there are open work-stations available in the Computer Lab. It is recommended that one person at a time use a workstation. Exceptions to this rule are parents with small children and individuals who have difficulty using the computers. Multiple users at a workstation during peak periods will have to check with the reference staff for seating arrangements. At the end of the time limit for their usage, patrons must relinquish the workstations.
6. Patrons may use their own personal storage media to save their work, but the Library is not responsible for any damage to the personal storage media or loss of data. Personal storage media left in the computer lab will be kept on file at the reference desk for 7 days. Unclaimed personal storage media will be discarded after the seven-day period.
7. Patrons must not save their work to the computer's hard drive. Files saved to the hard drive will be automatically erased at the end of a session. Patrons who save files to the computer's hard drive may be subject to revocation of computer privileges.
8. Patrons may not download any files to the computers and may not install any software on the computers. Patrons may use only the software the library has installed on the computers. Patrons may upload files from personal storage media to use as e-mail attachments.
9. Users are responsible for logging out of their personal accounts before signing off from the computer. The Library is not responsible for hacked or compromised accounts that were not properly signed out.
10. Users must conform with the U.S. copyright law (Title 17, U. S. Code) which prohibits the unauthorized reproduction or distribution of copyrighted materials, except as permitted by the principles of "fair use." Responsibility for consequences of copyright infringement lies with the user.
11. Users must respect the privacy of others and may not misrepresent themselves as another user and may not attempt to modify or gain access to files, passwords, or data belonging to others. Users may not use another individual's library or computer card to use a computer.
12. Users who have difficulties with a computer must alert the Reference Staff for assistance. Users may not move to another workstation without authorization. Users must not make any attempt to damage or alter equipment, software configurations, or data.

13. Members of the Library Staff have the right to cancel or interrupt the use of microcomputers or to close the Computer Lab.
14. There will be a printing charge of 10 cents per page for black-and-white copies and 50 cents for color copies. These charges apply whether the user brings paper or uses library paper. The Library has a pay-for-print system to handle print charges. Payment for printouts will be assessed before the print is made. Payment can be made with coin, paper money, or credit/debit cards. Credit/debit card payments will be assessed a processing fee. All printing must be started 15 minutes prior to the end of the patron's session.
15. Storage media for personal use is available for purchase from the Reference Librarian.
16. Patrons must not copy the Cudahy Family Library's software packages.
17. Patrons will not have access to the Start menu, DOS, or other sensitive areas that could pose a security risk.
18. Patrons will be held accountable for any form of vandalism or theft of equipment or supplies. If any vandalism or theft occurs, patrons will also have their computer privileges revoked.
19. Patrons using the Computer Lab must comply with all the rules of behavior as set forth in the Library's code of conduct. Persons found eating or drinking, or engaging in loud conversation while using the computer lab will be requested to leave the room and the library immediately.
20. All computers will be turned off 10 minutes prior to closing.