

## COMPUTER AND INTERNET USE POLICY DOUGLAS COUNTY PUBLIC LIBRARY

The computer network of the DCPL allows access to resources beyond the collection of materials owned by the DCPL. Provision of these materials is consistent with that part of the mission of the DCPL that provides for educational and informational resources to be made available.

Care is taken to identify appropriate Internet sites that will provide educational or informational resources to the patrons of DCPL, but individual users are responsible for abiding by the provisions of acceptable use, as detailed below.

### *ACCEPTABLE USE*

With the privilege to access computer network resources, including the Internet, comes the responsibility to use them in a reasonable and ethical manner. Responsible computer use in the library includes, but is not limited to, the following:

- Using resources for educational and informational purposes only and not for unauthorized, illegal, or unethical purposes.
  - Viewing sexually explicit images on public computers can create a hostile environment for other patrons and staff members and is not permitted.
  - Patrons are prohibited from displaying to anyone material that may be harmful to minors or sexually harassing.
  - Minors under the age of eighteen may not access or attempt to access material that may be harmful to minors, illegal, or sexually harassing whether any attempt to publicly display is made.
- Not misrepresenting oneself as another user; not attempting to modify or gain access to files or passwords; not seeking unauthorized access to any computer system or damaging or altering software components of any network or database.
  - Patrons are prohibited from accessing any library resources under the identity of another person.
- Observance of United States electronic copyright law.

## USE BY MINORS

Children under the age of eight **must** be accompanied by a parent/adult guardian to use the Internet and the Reference Databases. Parents/adult guardians of children eight and over assume the responsibility of supervising their children's computer usage. Parents are strongly encouraged to prohibit their child from electronically providing any personal information such as name, age, address, school, or telephone number.

Library staff is available to assist patrons in the use of electronic resources but may be unfamiliar with materials, software, or databases that are located on the Internet. For Internet applications, the DCPL staff may not be able to provide complete technical support.

### **WORD PROCESSING:**

Word processors with printers are provided for use within the library building. Patrons are cautioned to back up all materials using portable media.

Word processors do not have daily use limits.

Word processors do not require the patron to log on.

### **COMPUTER NETWORK AND INTERNET ACCESS:**

#### *Time Limits:*

Time limits are enforced on the Email/Internet workstations. Patrons may use the Email/Internet workstations for one thirty-minute session per day. If workstations are available, two additional thirty-minute sessions may be utilized for a maximum of 90 minutes in a twenty-four hour period. Fifteen-minute Email/Internet stations are available in Minden.

Reference database workstations do not have daily use limits.

#### *How to Access:*

A valid library card is required to access the Internet and guest passes are available for out-of-area visitors.

Reference database workstations do not require the patron to log on.

*Quiet Area Restrictions:*

Cell phones must be turned off or set to silent/vibrate and cell phone conversations are not permitted in reference areas. Staff will refer all cell phone conversations to the lobby areas in both libraries.

Only one person may use the database and Internet workstations at any one time, although parents, adult guardians, authorized tutors, and teachers may assist students. Patrons waiting to use an Internet machine may not disturb the patrons using the computers.

*Wireless Network:*

Wireless access to the Internet as well as limited hard-wired connections to the wireless access points are provided as a service to patrons. Patrons using the wireless network with their own equipment may use the network without time constraints, so long as they abide by all other provisions of this policy. Patrons are encouraged to utilize their own battery power; a limited number of electrical connections are available at the Reference Area carrels in Minden. Patrons are required to navigate wireless connectivity without staff assistance. Written instruction on connecting is available. The Library cannot guarantee that any given device will connect or guarantee any specific level of bandwidth.

*Email:*

Email may be sent, received, and printed from Internet email accounts. Files may be downloaded to floppy disk /flash drive from the Email/Internet workstations. Instant Messaging and Windows Messaging are not supported due to the extraordinary security risk associated with these services.

*Liability:*

The Library is not responsible for any damage caused to a patron's computer equipment or property through contact with the Library's Internet stations, computers, electronic resources, or electrical connections.

*Security:*

In order to protect our network, the Library utilizes extensive security measures that may prevent certain activities. The installation of all add-ons is blocked and some websites may not display or respond completely.

*Privacy*

Physical limitations within the library buildings are such that the DCPL cannot guarantee privacy for Internet users.

**PRINTING:**

Printing charges for all electronic resources are uniform: the first page is free and subsequent pages cost ten cents per page.

**POLICY VIOLATIONS:**

Library staff will instruct patrons to cease behavior that violates this policy explaining what the violation is, what behavior needs to be corrected, and the consequences of not correcting the behavior.

If the patron continues the behavior subsequent to a warning, library staff will hand the interaction over to the most senior staff person available. The senior staff person will inform the patron that refusal to cease prohibited behaviors or repeated infractions will result in loss of all computer privileges.

The Library Director will determine how long any such suspension will last. If the suspended patron refuses to agree to abide by the policy restrictions, such suspension may be indefinite.

The Douglas County Sheriff's Office will be contacted to handle any interactions where patron behavior is deemed abusive, illegal, or threatening.

***Internet Disclaimer:***

Content and usage of the Internet is largely unmonitored and uncontrolled. Internet resources may contain content of a controversial nature. The DCPL cannot control access to or the availability of information links that often change rapidly and unpredictably. Library staff is available to assist patrons with searches and suggest search strategies. The accuracy, completeness, and currency of information on the Internet varies widely and the user should critically evaluate such information.

*DIGITAL MILLENNIUM COPYRIGHT ACT, registered agent*

*To notify of copyright infringement, contact*

*Linda L. Deacy  
P.O.Box 337  
1625 Library Lane  
Minden, NV 89423  
[ldeacy@douglas.lib.nv.us](mailto:ldeacy@douglas.lib.nv.us)*

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I have received a copy of this policy and agree to abide by its provisions.

Name \_\_\_\_\_

Date: \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

Telephone Number \_\_\_\_\_

Library Card Number \_\_\_\_\_

*LIBRARY BOARD OF TRUSTEES*

*ADOPTED APRIL 1997*

*REVISED DECEMBER 1998, MARCH 1999, AUGUST 2000, JUNE 2002 , SEPTEMBER 2004 ,  
APRIL 2005 ,MARCH 2006, NOVEMBER 2007, MARCH 2009*