

# ORANGE PUBLIC LIBRARY

## COMPUTER AND INTERNET USE

*Adopted by Orange Public Library Board of Trustees on February 12, 2001  
Revised & Adopted: 3/18/2002; 11/18/2002; 9/18/2006; 11/16/2009; 09/15/2014; 01/25/2016*

The Orange Public Library (OPL) offers free Internet access at all three library locations, including wireless connectivity (WiFi). This service is free to library users. Library staff is available to provide basic technical assistance and can refer users to computer classes available in the community if further assistance is needed.

The Library uses site-filtering software to block obscene graphic images, pornography and images harmful to minors, but cannot guarantee its effectiveness.

Because filtering software sometimes blocks access to legitimate information, any library user age 18 or older can request that his or her Library Computer Workstation access be unfiltered. Children under 18 years of age will have unfiltered access only if authorized by their parent or legal guardian. Parents and legal guardians, not library staff, are responsible for providing appropriate guidance to their children in using the Internet.

All library users are expected to access the Internet in compliance with the Library *Rules of Conduct* Policy and within the boundaries of the law. Viewing obscene, graphic images, pornography, or materials harmful to minors is prohibited. Violators may lose library privileges, and in cases of illegal computer use, may be subject to prosecution by local, state or federal authorities.

Library staff will report any suspected illegal activity to the Orange Police Department for investigation. Unlawful or prohibited activities include, but are not limited to:

- Violation of any local, state, or federal law.
- Transmitting/accessing obscene material or child pornography.
- Interfering with or disrupting other library computer users, services or equipment.
- Computer fraud, hacking, spamming or “phishing.”
- False representation as another patron/library cardholder (i.e., using a library card not registered to you to sign onto a Library Computer Workstation).
- Copyright infringement.
- Acts of a threatening, harassing or obscene nature.
- Abuse of equipment and/or installing software or running programs that have not been installed by the Library.

Failure to comply with this *Computer and Internet Use* Policy may result in loss of Internet and/or library privileges.

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**COMPUTER AND INTERNET USE (cont'd)**

**Library Computer Workstations**

Library Computer Workstations are available on a first come first served basis. Patrons are required to have an OPL Card to sign-on to a computer and the card must be registered in their name and in good standing. Each patron is provided with an initial use of 60 minutes, any additional time will be based on availability. Staff-issued visitor cards are limited to a one-time use of 60 minutes.

Library Computer Workstations may not be used for any unlawful purpose. The Library has the ability to monitor users' Internet usage. Library users should not attempt to change program settings on a workstation, boot from external storage media, or try to run their own software. Violations may result in the loss of Internet privileges.

The availability of information via a Library Computer Workstation does not constitute the Library's endorsement of the content of that information. OPL assumes responsibility only for the information on its homepage.

Using a Library Computer Workstation constitutes an agreement by the user to all terms listed within this policy.

**Laptop Use**

Laptops are available on a first come first served basis. Laptops are for use inside the library only.

Requirements for checking out a laptop/charger:

- a) Patron must be at least 18 years of age.
- b) Patron must have an OPL library card in good standing.
- c) Patron must provide an official valid picture I.D. that will be held until the laptop is returned.
- d) Laptops are available for 2 hours, any additional time requested will be based on availability.
- e) A fee will be imposed to the patron's account for laptops returned after the allotted two hour period.
- f) A \$1,000 fine will be imposed to patron's account if the laptop is not returned within 24 hours of the required return time, and the patron's account will be sent to the collection agency.

Using a library-issued laptop constitutes an agreement by the user to all terms listed within this policy.

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### COMPUTER AND INTERNET USE (cont'd)

#### WiFi Access

OPL offers free WiFi access during library open hours. In conjunction with other policy guidelines listed above, the following rules and guidelines apply when using the library's WiFi:

- The library's wireless network is filtered and cannot be unfiltered.
- Because wireless users share a network, downloading large files is discouraged.
- Headphones or earphones must be worn when accessing audible content.
- Mobile Internet devices may not be used for any commercial purposes.
- Illegal or inappropriate use of the Internet may result in loss of library privileges per the Library *Rules of Conduct* Policy.
- Users are responsible for knowing how to configure their own equipment.
- Library staff can provide only basic technical assistance in configuring users' wireless devices or in troubleshooting access problems.
- Printing is not available through the library's wireless connections.
- The library's WiFi is not encrypted. Wireless users are urged not to send personal, financial or any confidential information over the library's wireless network.
- OPL is not responsible for damage or loss due to security breaches, electrical surges or disruptions of wireless service.