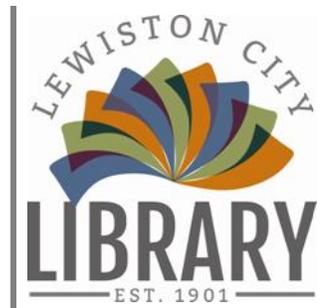


Computer Use Policy



Introduction

The Lewiston City Library (“Library”) provides public access to computers. Computers are located in public areas of the Library that are shared by people of all ages and backgrounds. Computer users must be considerate and respectful of other Library users and especially mindful of children in the Library, particularly when accessing information or images others may find offensive.

This Computer Use Policy (“Policy”) shall be adhered to in conjunction with the Internet Use and Safety Policy.

General Computer Use

Use of a Library computer will be on a daily first-come, first-served basis. Computers in the Children’s Area of the Library are primarily for children ages twelve (12) and under. In order to use the Library’s computers, patrons must have a valid VALNet Library card. Guest cards are available for visitors. Each patron’s use of a Library computer is limited to one hundred twenty (120) minutes per day. Upon request, Library staff may grant additional computer time if no other patron is waiting.

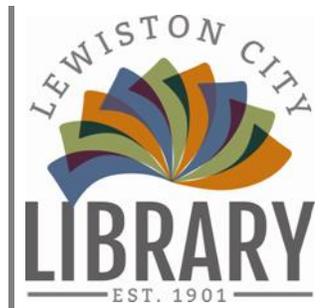
A printer/scanner is available for use with Library computers. The Library charges a fee per page for printing, as posted in the Library. Each patron may print up to three (3) pages free per day from any electronic database to which the Library subscribes, including the VALNet catalog. Patrons are responsible for paying for all pages that print as a result of their actions on the computer they are using, whether such actions are intentional or unintentional.

Multiple patrons may share one computer station as long as their behavior or conversations do not disturb other Library patrons.

Patrons' Responsibilities

1. Library computers shall not be used for illegal activity, to access illegal materials, to gain unauthorized access to any computer system, to access another person’s private information, or to access obscene materials.

Computer Use Policy



2. Violation of any Federal, State, or local laws or regulations related to use of Library computers shall be prohibited. Library patrons shall not: (a) damage or attempt to damage Library computer equipment or software; (b) interfere with Library systems operations, integrity, or security; (c) send harassing messages to other computer users; (d) alter or attempt to alter Library computer settings; (e) engage in the unauthorized disclosure, use, and/or dissemination of personal information; or (f) violate copyright laws and/or software licensing agreements.
3. Library patrons shall not, under any circumstances, download or install any additional software or equipment onto the Library's computers or network.
4. Patrons may use removable storage devices on Library computers. However, the Library shall not be responsible for a patron's work that may be lost while using such devices on Library computers, including, but not limited to, work lost due to system failure or a power outage, the expiration of a computer reservation, or the failure of a patron to save their work on their own removable storage device.
5. Patrons shall report all computer problems to Library staff immediately. Patrons shall not attempt to fix computer problems themselves.

Role of Library Staff

Library staff will provide assistance to computer users to the extent that time and other patron demands allow. It is expected that patrons using Library computers will have a basic knowledge and understanding of the computer programs they plan to use. Library staff will not assist patrons with online financial transactions.

Violations

Misuse of the Library's computers and/or failure to abide by this Policy will result in loss of computer privileges for the length of time determined by Library staff.

Adopted on: November 20, 2018