

Chelsea Public Library Computer Center

All of the Shelby County Public Libraries have public access computers with internet and Microsoft Office products for you to come in and use. Many libraries have standalone computers for you to use your personal storage devices. All of the libraries have Wi-Fi connectivity. Every networked computer connected to the internet within the libraries has filtered online access per state law.

Acceptable Use Policy

- 1. Each user must present a valid Shelby County Library card in good standing each time they wish to sign in for a computer***
- 2. The user must sign in with their library card. Patrons may not share, loan or borrow cards. Patrons can sign in or be assigned to only one computer at a time.***
- 3. Computer users will not attempt to alter software or hardware settings, attempt to breach computer security, or damage the equipment in any way.***
- 4. Each user is responsible for all computer equipment, resources, and cost associated with use of the computer center. Charges are determined by each library.***
- 5. Computers are available on a first come first serve basis and may not be reserved. If all computers are in use, ask a staff member to be put on a waiting list.***
- 6. Sessions on the public access computers are limited to 60 minutes. You will see a reminder message at 15 minutes remaining in your session, Patron can increase their time in 20-minute increments up to 4 hours as long as no one is waiting to use the computers.***
- 7. Computer sessions will log out after 10 minutes of non-use. Library staff may end a computer session at any time if the logged in user leaves the library premises.***
- 8. Patrons are limited to a maximum of 4 hours per day on the public computers.***
- 9. Patrons who require longer than 1 hour to complete their work (writing a paper or resume, filling out an online form, etc) may ask library staff for a manual extension.***
- 10. Time extensions are granted at the sole discretion of the library staff, based on demand for the public computers.***
- 11. Attempting to evade or bypass computer lab time limits by using multiple library cards, or by requesting guest passes when your allotted time has been used, may result in the loss of computer use privileges.***
- 12. Patrons who wish to hear audio content in library computers must use headphones.***
- 13. Patrons may bring USB flash drives or blank CDs/DVDs to store their files.***
- 14. Patrons may not load programs onto the library computer hard drives or run unapproved software from CD-ROMs, flash drives, or any other device.***

15. The library is not responsible for damage to discs, any loss of data, or damage or liability that may occur from a patron's use of the library's computers.

16. For liability reasons, library staff cannot answer questions of a financial, legal, or medical nature, and for privacy reasons, we cannot fill out online forms for patrons.

17. The computer lab closes 15 minutes before the closing time of the library.

18. No inappropriate behavior will be tolerated. Inappropriate behavior includes but is not limited to the following: Loud and disruptive talking, any act that endangers others or computer equipment, viewing and/or displaying inappropriate material, unauthorized copying of copyrighted material, arguing with staff who are following policy. Any of these activities could result in being asked to leave the library or if the situation demands the deputies being called.

19. Staff will assist with computers as time allows, but cannot offer personal instruction.

21. Children under the age of 18 must have the written permission of their parents or guardians to use the computer center. Children under the age of 12 must be accompanied by a responsible adult (18 years or older).

22. Patrons are advised that your privacy online isn't guaranteed and that you take a calculated risk using a public access computer or logging on to a public network.

23. Temporary passwords will not be issued within 30 minutes of closing.

a. Temporary passwords are one-time use only.

b. Patrons asking for a temporary password must present a valid ID

c. Temporary passwords may not be issued to patrons who have a Shelby County Library card that is blocked (due to excessive fines, expired, etc) or if the patron lives in Shelby County and is eligible to apply for a library card.

Reviewed by: <u><i>Dana Peck</i></u> Director	Date: <u>11/3/20</u>
Approved by: <u><i>Dawn Wilson</i></u> Chair, Library Board of Trustees	Date: <u>11/3/20</u>