MIDLOTHIAN PUBLIC LIBRARY
INTERNET AND PUBLIC COMPUTER USE POLICY

I. PURPOSE

Midlothian Public Library's public computers provide patrons with access to a variety of electronic resources, including the online catalog and other databases, Internet access, word processing, and other software applications. While online catalog access is available to any patron using the library, there are certain restrictions on those who wish to access the Internet or perform other computer-related tasks on library computers.

II. ACCESS

A. There are no age restrictions for use of the Internet at the library. However, parents or guardians must accept responsibility for their children's use of the Internet and must countersign the Internet User Agreement for children less than 18 years of age. Once the agreement is signed the minor will have the same access as any adult. Children under the age of 8 must be accompanied and supervised by a parent or guardian while at the station. Parents with small children may use the computer with the understanding that the child will be under direct supervision while at the station.

B. Internet access is available to library cardholders in good standing. Use of the public Internet access computers is free to Midlothian library cardholders.

C. Nonresident guests will be charged a fee of $2.00 per hour (assessed in one-hour increments.)

D. Patrons may log themselves into any available computer using their library card barcode number. If there are no computers available, patrons may reserve a computer at the Help Desk.

E. Patrons are expected to log in using their own library card number. The library reserves the right to suspend or revoke the computer privileges of any patron logging in with another person's library card number or sharing their library card number with another patron for the purposes of computer use.

F. Patrons wishing to log on to the Internet at the Midlothian Public Library must agree to this Internet and Public Computer Use Policy. Clicking on the "Accept" button indicates that the patron has read the terms and conditions of this policy and understands its significance. These regulations may change without notice.

G. Use of the work stations will be scheduled in 60-minute blocks of time. If stations are not booked or other patrons are not waiting to use them, this time may be extended based upon availability.

H. Only two people may be at a public computer station at one time.

III. HARDWARE AND SOFTWARE USE

    A. Patrons wishing to save files must provide their own storage device.

    B. Patrons are not allowed to install their own software programs on any library computer.

    C. Printing costs are 10 cents per page for black and white and 25 cents per page for color. Patrons are responsible for all copies that are printed. Print jobs must be limited to 20 pages or less.

IV. STAFF ASSISTANCE

Limited assistance is available on use of the public computers, dependent on staff availability and their other work responsibilities.

V. ACCURACY OF INFORMATION

The library does not monitor—and has no control over—the information accessed through the Internet and cannot be held responsible for its content or accuracy. Therefore, library users must keep in mind the following points when using the Internet and evaluating information obtained through its use:

    A. Information obtained from the Internet may not be accurate or from a reliable source;

    B. Information obtained through the Internet may not be current;

    C. Certain information obtained from the Internet may be considered offensive or controversial by some library patrons.

VI. OTHER DISCLAIMERS

Users access the library computer hardware, software and documentation at their own risk.

    A. Midlothian Public Library is not responsible for the security of private information disclosed on public computers.

    B. The Midlothian Public Library is not responsible for equipment malfunction, loss of data, any damages to the user's equipment, data, etc., or electronic transactions of any type which are related to the public use of library computer resources.

    C. Patrons are also advised that, while there is a virus scanner on our computers, this may not completely protect them from the possibility of downloading a virus.

VII.   UNACCEPTABLE USE OF EQUIPMENT AND NETWORKS

Use of the Internet/computer workstations is a privilege, not a right. The following activities are unacceptable and will result in the loss of computer privileges and possible legal action:

A. Use of the Internet for any purpose resulting in the harassment of others;

B. Destruction of, damage to, tampering with, or any unauthorized alteration of the library's computer equipment, software or network security procedures;

C. Use of the Internet in any way that violates a Federal or State law;

D. Use of the Internet in any way that violates licensing and payment agreements between the Midlothian Public Library and network/database providers;

E. Unauthorized duplication of software protected by copyright or violation of software licensing agreements;

F. Violation of system security;

G. Behaving in a manner that is disruptive to others, including but not limited to display of offensive audio or visual material;

Failure to comply with these rules or misuse of the equipment may result in loss of computer privileges.

Revised 7/2015, Reviewed 7/2016, Revised 7/2017