

## **Slinger Community Library Technology Policy**

Slinger Community Library provides access to computers, laptops, the internet and other electronic resources for the public to use. By using SCL's technology the user agrees to abide by the Technology Policy.

### **Computer Use Guidelines**

- Patrons can automatically log themselves into the public computers using their library barcode and pin number (last 4 digits of phone number). Guest access will be given to those not having a library card.
- Patrons are given one hour of computer time. If no one is waiting additional time can be granted at the discretion of library staff.
- Same-day reservations for a computer or laptop may be made. Patrons have a 10-minute window to login during their reserved time. After 10 minutes, the computer will be available for other patrons.
- As time permits, staff will do their best to assist patrons but will not be familiar with every application that a person might wish to use. You may set up an appointment with the library director for specific training requests.
- To maintain patron privacy, staff is not able to help with personal information of any sort. This includes financial transactions, SSN's, passwords etc.
- Printing is allowed and patrons will be charged per page based on current pricing. It is expected that only authorized copies of copyrighted or licensed software or data will be printed.
  - \$0.20 Black/White
  - \$0.25 Color
  - \$1.00 Fax per page
- Computers automatically turn off 15 minutes prior to closing.
- Patrons are responsible for saving work before running out of time. All information should be saved on personal removable media. Hard drives on library computers are automatically cleared at the end of each session.
- No beverages or snacks at the public computers or in close proximity when using a library laptop.

### **User Responsibilities**

- Use of internet resources is for educational, informational and recreational purposes only. The public computers and SCL Laptops are not to be used for illegal, unauthorized or unethical purposes.
- Responsibility for selection of sites visited and links followed rests with the user and not with the library.
- Technology at SCL is not to be used for misrepresenting oneself as another user; by not attempting to modify or gain access to files, passwords or data belonging to others; by not seeking unauthorized access to any computer system, downloading any software, damaging or altering software components of any network or database.

- Respect the privacy of others using public access computers and SCL laptops at Slinger Community Library by not interfering with their use.
- No sending, receiving, or displaying text or graphics which may reasonably be construed as obscene or pornographic. Users may not use library technology for an activity that is deliberately offensive or creates an intimidating or hostile environment. Displaying sexually suggestive objects or pictures could be a violation of State or Federal obscenity laws.
- Illegal acts involving SCL technology resources may also be subject to prosecution by local, state or federal authorities.

### **Computer Use by Minors**

It is the parent's responsibility to monitor their child if they do not wish to have their child use internet computers.

### **WIFI**

WIFI is available inside and outside the library 24/7. No password is required.

Wireless networks are not secure and use is at the individual's own risk. Virus, security and privacy protection are the responsibility of the patron and are not provided by the library. The library is not responsible for any damage to data files, alteration to file systems, theft of personal information or functionality of the computer resulting from connecting to the wireless network.

**Wireless Printing** is offered. See circulation desk for details. The standard printing rate applies.

### **Personal Mobile Devices**

Slinger Community Library staff is committed to providing excellent customer service and assisting our customers with using library resources and apps on their mobile devices. Library staff cannot assure privacy or security and assume no responsibility for any damages, direct or indirect, that may occur from the use of electronic resources or from assisting customers with their personal devices.

### **Social Media**

All postings on any Slinger Community Library social media sites is at the discretion of the library director. Sharing of other posts, deleting inappropriate comments and/or spam and blocking of users is at the sole discretion of the library director.

### **Failure to comply with SCL Technology Policy**

Use of library technology is a privilege, not a right. The first time a patron is found by library staff failing to comply with the Technology policy, privileges will be suspended for six months. If a person is found a second time, privileges will be suspended for one year. On the third time, a person will no longer have technology privileges at Slinger Community Library. Each time, the library director will notify the person in writing of when and why their privilege was suspended and their "allowed to use SCL Technology" date. Patrons who lose their technology privileges are still allowed to check out materials and utilize other services and resources from the library.

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