

Computer Policies and Guidelines

The Everett Free Library provides access to the Internet and other electronic services to further our mission of selecting informational and educational resources of value to our community. These services are offered in conformity with the Library Bill of Rights, the Freedom to Read policy, and the Freedom to View policy. The Internet contains many different kinds of material, some of which may be deemed to be of a controversial or offensive nature. In offering Internet access the staff cannot control nor assume total responsibility for:

- access points reached,
- the content of interactive communication such as e-mail and newsgroups,
- the validity of information
- accessibility due to technical difficulties or Internet reliability, or
- privacy of information from any websites left open by a patron.

Only patrons that have signed a computer acceptable use policy will be allowed on the library's computer system. In addition, a laptop agreement must be signed to be able to use the laptop computers that are networked to the library's system. By using the Everett Free Library's network, customers agree to the following:

- These workstations are part of the library's network. Each workstation in the network is set up to run pre-installed software only.
- Do not attempt to run your own software, customize files, or change configurations.
- Do not turn off the computer or reboot the system. Ask a library staff member for assistance.
- To ensure privacy for your personal accounts, such as e-mail, electronic ordering, etc., please log off each account.
- When finished, please close the application you have used and return to the main menu. Take your computer card back to the circulation desk.

Inappropriate use – The library deems as inappropriate the following uses:

- display of sexually explicit graphics.
- display or transmission of profane, abusive or threatening language.

In addition, the following practices are deemed inappropriate:

- Unauthorized copying of copyright-protected materials.
- Violating any local, state or federal statute.

Parental Responsibility – Parents must share with the library the responsibility for their children's use of the Internet. The library has a filter which cannot be removed for patrons under the age of 18, but staff is not allowed to monitor transmissions.

Security – Deliberate altering of any files or modifying the configuration of any PC or peripheral is considered a violation of computer system security and will result in loss of library computer privileges, with possible legal ramification. Destruction or damage of equipment due to will misuse will result in legal action. Willful removal of any part of the PC will be considered theft and will result in legal action.

Staff Assistance – Staff provides assistance, as time and knowledge permit. Computer classes are offered periodically. Please register at circulation desk. Circulating and reference books and manuals for self-instruction are available.

Time Limits – There is a 60-minute limit when others are waiting. Workstations and laptops will be turned off ten (10) minutes before closing. Times for closing down the computers are as follows:

- Mon., Tues., Thurs., Fri. - 7:50 PM
- Wed. – 4:50 PM
- Sat. – 3:50 PM

Printing – Every patron computer prints to the laser printer behind the circulation counter. To pick up the items you printed, go to the counter and ask. Each page costs \$.25.

Downloading – Patron computers do not allow saving to the hard drive. Downloading to CDs or flash drives is permitted. If you do not have either of these and want one, the library has them for sale. CDs are \$1.00 apiece and flash drives are \$8.00 apiece.

E-mail – The library does not offer e-mail accounts. E-mail accounts are available through Internet e-mail sites.

Customers violating any usage guideline will be asked to stop. If the violation continues, the customers will forfeit the right to use the computers at the Everett Free Library.

Approved by Everett Free Library Board of Trustees – February 16, 2015