

# Maxwell Memorial Library

## COMPUTER, WI-FI, and INTERNET POLICY

*Approved January 22, 2018, by the Maxwell Memorial Library Board of Trustees*

To use the library's public computers for internet, word processing, research or purposes other than accessing the OCPL catalog, you must present a valid OCPL library card. People without an OCPL library card may request guest access.

Maxwell Library's Internet connection is an informational and educational tool. Our ISP is Verizon FIOS. The library has three children's computers and six adult computers dedicated to public internet access and Microsoft Office software.

Free wi-fi access is available for people bringing their laptop computers and mobile devices to the library. No library card is needed. Ask at the circulation desk for the current wi-fi password. You may check out a lap desk, as well. Wireless users agree to the library's policies for Internet use.

- Sign in at the circulation desk. Computer users should have a library account in good standing and present a valid OCPL library card or, absent card, other picture ID.
- Sessions are for up to one hour per day on the library's computers.
- Reservations may be made by phone.
- Sessions may be scheduled on a walk-in basis, if a computer is available.
- Computer time concludes 15 minutes before library closing.

The library staff reserves the right to close any Internet session at their discretion.

Adult computers link to the BizHub printer/scanner/copier/fax machine for printing. Printing instructions are located by the BizHub and at each computer station, and you may also ask available staff for help. Printing costs 25 cents per page (two-sided printing counts as two pages), with coins or bills inserted into the coin machine. The BizHub prints only black-and-white. A color printer is available upon request – please notify staff upon sign-in that you want a color printer. You must pay at the circulation desk for all sheets of paper printed.

Children's computers are for children through eighth grade. Pay for printing at the circulation desk; the cost is 25 cents for each sheet printed (two-sided printing counts as two pages).

Use the library Internet at your own risk. Not every website you visit will have a privacy policy. Please note that not all sources on the Internet are current, accurate, complete, legal, or philosophically acceptable to all users. Library wi-fi may not be secure from hackers.

The library's computers are located in public areas that are shared with patrons and staff of all ages, backgrounds, and sensibilities. We ask that patrons respect the rights and sensibilities of others when accessing potentially offensive information or images.

The library provides Internet access equally to all library users. Only parents and caregivers, not the staff, may restrict children from access to the Internet or other library materials.

Library patrons will refrain from the following uses of library's technology resources:

- Using information without giving proper credit (plagiarism)
- Using the resources for financial gain
- Using the resources in any manner that violates library policy or local, state, or federal laws

Personal software programs or applications cannot be used on public computers, nor are computers set up for games, chatrooms, or instant messaging.

People listening to sound must use headsets or earbuds so that others are not disturbed. Computer users may check out headsets or bring their own to plug in for sound.

When using email and word-processing programs, you will not be able to save files to the library's computers. Please bring a USB drive (also called a flash, jump, or thumb drive) to save items for later use or to attach them to an email. The library may also have drives available for sale at cost.