

Garrison Public Library

Public Computer/Internet Use Policy

The Garrison Public Library provides free, unsecured, wireless Internet access and computers for all individuals in the community to connect the public to the world of ideas and information. Computers and Internet are available for public use during regular business hours, except during times of maintenance. The following policy applies to all who access Garrison Public Library's wired or wireless Internet service, whether using privately-owned or Library-provided devices.

The Garrison Public Library's Role

1. The Internet contains a wide variety of material, information and opinions from various points of view. Not all sources provide information that is accurate, complete or current, and some information may be considered offensive or inappropriate for certain age groups.
2. GPL does not have internet filtering. The library cannot censor access to material nor can it protect users from offensive information. While the Garrison Public Library is sensitive to the concerns of patrons about Internet content, no one, including the Library, can control the information available on the Internet. Garrison Public Library cannot be held responsible for its content.
3. It is the goal of the Garrison Public Library to provide a comfortable and welcoming environment for all ages. Each individual is responsible for his or her own appropriate use of the Internet in a public place.
4. Library staff may be able to help with basic computer use and startup procedures, but may not be able to provide information on the use of each software program. If one has never used a computer or if one has specific questions about a software program, reference books and user guides may be available.
5. Confidentiality and Privacy
 - a. The Garrison Public Library follows state and federal law regarding privacy of library users' records and information.
 - b. The Library does not, as part of its regular practice, retrieve any information, including websites visited, passwords, credit card numbers, or any other information a customer has entered on a computer.

- c. The Library will release records, including those relating to Internet usage, only as required by law.
6. The Garrison Library Board will reevaluate the Public Computer/Internet Use Policy as needed.

Patron Responsibility

In order to insure a positive library experience for everyone the Library requires that all customers shall:

1. Use computers/internet only for lawful purposes.
 - a. The computers are intended for educational and business usage, and for personal internet searches.
 - b. Each user is responsible for complying with copyright law and adhering to software licensing agreements, as well as all local, state, and federal laws including, but not limited to, those concerning fraud, privacy, or obscenity.
 - c. Unlawful use of the computer/internet will cause immediate suspension of computer privileges.
2. Observe the established computer time limits.
 - a. Computers can be reserved for 30 minute intervals, and may be reserved up to one week in advance. Anyone more than 10 minutes late will forfeit their time.
3. Respect the patrons around you
4. Respect the security of the network.
 - a. Individual software may not be installed or used to alter or attach equipment to the library's hardware or to attempt to bypass security features.
 - b. Keep virus protection software up-to-date on personal laptops or other mobile devices using the Library's wireless Internet connection.
5. Respect the physical computer and configuration of computer equipment at the Library.
 - a. Users are responsible for damage or loss caused by misuse.
 - b. Downloading or installing software programs on library machines is prohibited.

6. A flash drive may be used to save information from a computer. The library is not responsible for any damage to flash drives when used in library computers. Although the library uses anti-virus software on its computers, absolute protection is not guaranteed.
7. It is the patron's responsibility to log out and delete personal info off of the computer.
8. Patrons must use headphones if listening to audio. Patrons must supply their own headphones.
9. Printer copies are available for you for a donation.
10. No food or drink is allowed at computers.
11. The Library Staff reserves the right to terminate a person's use of the computer if any problem occurs.

Children and Computer Use/Internet

1. All children under 18 must have a signed parental consent form on file at the library.
 - a. Parents must be aware of and agree to the computer/internet use policy in place
 - b. It is the parent's responsibility to govern their children's computer/internet use and to teach and train them on what they can or cannot do on the internet at the Library.
2. Children must adhere to the same computer/internet policy as mentioned above in 'Patron Responsibility' section.
3. Children age 10 and under may only use the computers in the children's area.
4. No one over the age of 10 is allowed to use the computers in the children's area. (Unless given permission by Library staff)
5. The Librarian can notify parents of repeated issues by a minor, and this may result in their permanent suspension from the computer.