

COMPUTER AND INTERNET USE POLICY TRANSYLVANIA COUNTY LIBRARY

The Mission of the Transylvania County Library includes serving as the primary provider of information services to our community. Access to computers and the Internet are provided to serve the informational, educational, and recreational interests of our citizens.

The Internet is an important resource which expands and enhances the Library's research and information services. However, there is no control of its content, producers or distributors and it is possible to find material that is unreliable, offensive or disturbing to some users. Consequently, the Library does not endorse any content found via the Library's Internet connection.

The Library's Internet connection is filtered by a security appliance designed to prohibit access to objectionable sites. The Library's goal is to strike the best balance possible between the public's need for information and the community's expectation that minors will be protected.

CONDITIONS, RULES, AND LIMITATIONS FOR USING THE LIBRARY'S COMPUTERS AND INTERNET CONNECTION:

- Each user is required to accept usage guidelines when computer sessions begin. These guidelines include compliance with the Transylvania County Library's Computer and Internet Use Policy. Failure to accept the terms of use will end the session.
- Parents or legal guardians of children under age 16 must accept responsibility for their children by signing a Parental Permission for Internet Access statement *in person* at the Library. In granting permission for the child's use of the Library's Internet connection, the parent or guardian accepts full responsibility for the child's behavior and experiences while using the Transylvania County Library's computers.
- Disclosure of personal information by minors is not allowed.
- Disclosure, use and dissemination of personal identification information of minors is prohibited.
- Generally, access will be restricted to one user per computer at a time. A maximum of two persons working together or an adult and a child using a computer together may be permitted.
- Users will be allotted a block of time on a computer. Additional time may be allowed if no other person is waiting. A daily limit may be imposed during peak times.
- Email accounts will not be provided by the Library nor is email software loaded on the Library computers. Users may access their own web-based email accounts established with other providers.
- Downloading is restricted to portable storage devices. Users are advised that files which have been downloaded from the Internet may contain

viruses. The Library reserves the right to deny use of a user's storage device if the device is infected or otherwise corrupt.

- The Library assumes no responsibility for users' damages, loss of data, or loss of privacy resulting from the use of the Library's computers and Internet connection.
- Charges for printing will be posted. Users are advised to use the "print preview" feature to avoid printing unwanted pages. Charges will be based on the number of sheets emerging from the printer.
- Library staff has the authority to ask users to leave any Internet sites that are commonly regarded as inappropriate in a public setting. Unacceptable sites are those reasonably construed as obscene or profane, or as promoting violence or hatred. Users who fail to comply immediately with staff requests, or who must be asked repeatedly to leave inappropriate sites, will be denied use of the Transylvania County Library's Internet connection thereafter.
- Users will be denied use of the Library's computers if they:
 - Attempt to modify passwords or gain access to disallowed files, passwords or data belonging to the library or to others,
 - Alter, damage or remove any hardware component, including mouse or headphones,
 - Change any settings, configurations or files or otherwise compromise normal use,
 - Conduct activity which unduly degrades, burdens, or over-taxes the Library's Internet connection,
 - Conduct unlawful online activities using the Library's computers or attempt unauthorized access including hacking to any computer system or network, whether local or remote,
 - Attempt to use any applications other than those properly licensed to the Library,
 - Download or save any files or applications to the computer's hard drive,
 - Damage or remove any CD,
 - Make any unauthorized copies of copyrighted data or licensed software, images or other material,
 - Willfully propagate computer worms, viruses or any other type of harmful files,
 - Misrepresent themselves by access code, password, signature, or description,
 - Transmit any communication in violation of a United States or North Carolina law or regulation,
 - Harass, slander, or libel another person via the Internet,
 - Incur costs linked to the Library's address,
 - Utilize the Library's Internet connection for meeting and messaging in chat rooms or for gambling.

- **Willfully view images or harmful non-visual materials which are considered harmful to minors as defined by North Carolina General Statute or United States Code.**

Approved by the Transylvania County Library Board of Trustees, May 16, 2002

Adopted by the Transylvania County Board of Commissioners, June 24, 2002

Amended by the Transylvania County Library Board of Trustees, January 15, 2015