



COMPUTER & WIRELESS USE POLICY

The North Lake County Public Library District provides use of computers, internet access and printing for the public. These resources are provided to all library users, with the understanding that it is the individual user's responsibility to demonstrate judgment, respect for others and appropriate conduct.

Computers

Public Access Computers (PACs) are loaded with a variety of software for basic tasks, such as word processing, viewing PDFs, and internet browsing. A variety of useful links is provided on the desktop for quick access. Attempting to download and install software or alter a PAC, access the administrative side of a PAC, or remove peripherals plugged into a PAC is not allowed. Computer users may print to a black and white printer. There may be a charge associated with this service. PACs and personal wireless devices may not be used to violate the law or encourage others to do so. This includes violating copyright laws, gaining access to materials legally deemed obscene (MCA 45-8-201), or using unauthorized entry into computer files or programs. Public access computers are located in public areas that are shared by library users of all ages, sensibilities, and backgrounds. Patrons are asked to consider this when accessing potentially controversial information or images. The library reserves the right to ask computer users to terminate the displays of screens that may be offensive to others. Screen covers are provided for some privacy. Library staff will assist users with basic computer and printer functions. Library staff may be available for more in-depth training by appointment. A user may be asked to end their session and leave the workstation by a North Lake County Public Library staff member, even if they have not completed their session. The Library reserves the right to interrupt sessions to perform necessary maintenance.

Personal computers may not be connected directly to the Library's internal network. User's storage devices and wireless devices may not be connected directly to staff computers.

Internet Access

Users should remember that the internet is largely an unregulated resource. Not all sites provide accurate, complete, or current information. North Lake County Public Library assumes no control over, and is not responsible for, the content of internet material.

The responsibility for access to online materials by minors rests solely with the parent or legal guardian. Parents or legal guardians should personally supervise such use if they are concerned that a minor will not responsibly use the internet. The Library does not censor access to materials nor protect patrons from content which some may feel is offensive.

Wireless Internet (Wi-Fi) access is provided free of charge for patrons with wireless enabled laptops or devices on an open Wi-Fi network with no password requirement. The Library does not assure the security of data when using any of the public access computers or wireless

networks. All activity that violates this policy with regard to library owned computers is also prohibited on equipment connected to the library's wireless networks.

Printing from User Devices

The Library has a multi-purpose machine available for printing in color or black and white from a user's device. Steps to access this option are posted near the machine and staff are available to assist. There is a charge for printing from one's own device.

Patrons agree to the following additional policies when using the public access computers:

1. Use of the public access computers is on a first-come, first-serve basis. Patrons agree to limit their usage to thirty minutes if someone is waiting, with a limit of two hours per day. Staff may extend this limit on request (see #2 below). Two hours of continual use is not guaranteed, since there may be interruptions by other patrons waiting for a computer.
2. Patrons may request additional time at the Circulation desk in order to complete tasks associated with education, research, job searches, tax return preparation, and use of the Montana Self Help Legal website.
3. Patrons may reserve one of two private rooms for a limit of two hours per day by contacting the Circulation desk. Additional time may be granted as listed in #2 above. Walk-ins may use a room if it is available.
4. All public access computer users will automatically be logged off five minutes before the library's closing time.
5. Forms printed from MontanaLawHelp.org are free of charge thanks to a partnership with the Montana Legal Services Association.
6. Patrons can download files to their own USB drives or devices. Files may also be temporarily saved to the computer hard drive, however files are not automatically deleted until the computer is turned off. The library has USB flash drives available for sale at the Circulation desk.
7. The Library does not assure the security or confidentiality of data, including email, when using any of the public computers. Computer users are responsible for ensuring that they are transacting with secure websites when transmitting personal data over the Internet. Secure sites begin with "https".
8. Headphones or earbuds must be used to listen to any sound coming from either the public access computers or a personal laptop or device. The Library offers ear buds for sale. If sound is either too loud through a listening device or is coming directly from a computer or device, staff may ask you to turn the volume down or off so as not to disturb other patrons.
9. Patrons may not use sounds while using computers and devices (i.e. singing, talking, etc) that might be disruptive to others. Private rooms are available for virtual meetings.
10. No food or open drink containers are allowed at the computer stations.
11. To protect privacy, patrons must refrain from attempting to view or read materials being used by others.
12. It is prohibited to use North Lake County Public Library computers to:
 - Abuse, slander, harass or intimidate others.
 - Cause harm to others or damage to their property.

- Jeopardize the security of the computer network or other networks on the Internet.
- Compromise the safety and security of minors.
- Violate confidentiality of information (MCA 22-1-1103).

Any violation of this policy may result in the restriction of access to the library computers. Violators will be asked to leave and may be denied use of the equipment for a length of time, dependent on the severity of the violation.

This policy was reviewed and approved by the North Lake County Public Library District Board of Trustees on June 27, 2023.

Signed:

Allen Bone, Board Chair

Abbi Dooley, Library Director

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