



Patron Computer Use and Internet Policy

Putnam County District Library (PCDL) provides electronic access to the Internet. The library maintains the connection to provide free and equal access to information for education, professional and personal development purposes for all citizens of Putnam County. All users are expected to read and understand this policy prior to using the library's Internet resources.

DISCLAIMER

The Internet itself is a resource not regulated by library staff or any government or commercial entity. Therefore, some information found on the Internet may be controversial, inaccurate, misleading or objectionable. Information available through the Internet is not guaranteed by PCDL or Ohio Public Information Network (OPLIN) to be accurate, authoritative, factual, or complete. All users of this service agree to hold the library and/or OPLIN and/or any local internet provider harmless from any and all claims, losses, damages, obligations or liabilities, directly or indirectly relating to this service and /or the networked information available via this service.

STAFF ASSISTANCE

The library staff is trained in use of databases, computer applications purchased by the library and OPLIN, and basic information retrieval via the Internet. Staff will provide *limited* assistance for basic start-up procedures. The library staff may not be familiar with websites or non-library applications. If additional assistance is required an appointment must be made.

TIME LIMITS

If others are waiting to use the computer, use is limited to one (1) hour. At the end of one (1) hour, Library staff will ask the patron to end his or her session. Patrons playing Internet games will be removed from the computer at any time if others are waiting to conduct work or school projects. Any exceptions will be made at the discretion of library staff, upon patron request.

FILTERS

In accordance with various state and federal laws, the library maintains web content filtering software on all public Internet access computers. This is mandated to protect our patrons from objectionable and/or obscene images and text, as well as images and text that are harmful to children. Any user over the age of 18 is permitted to request that this software be disabled if it interferes with their research purposes. Requests must be made to staff.

PRINTERS

All computer workstations have printing capabilities. ***There is a charge per page printed.*** All computers are set to print in Black and White. To print in color, please ask a staff member for assistance.

Patrons are responsible for all printouts generated during their session. Please use the print preview function to verify printouts.

PARENTAL RESPONSIBILITY

Minor children under the age of 18 must have parental or legal adult guardian permission before accessing the Internet at the Putnam County District Library.

Parents and legal guardians are responsible for all materials their children access from the library, including information and material accessed via the Internet.

It is expected that parents and/or legal adult guardians realize there is good and bad on the Internet, and will instruct their child on what they may access while using the library's computer resources.

GUIDELINES FOR USE

The following uses of Putnam County District Library's computer connection are prohibited and may result in the loss of Internet privileges:

1. Accessing any obscene and illegal materials
2. Unauthorized, illegal or unethical purposed, including sending, receiving or displaying text or graphics which may reasonably be construed as obscene
3. Harassment of other users
4. Unauthorized copying of copyright-protected material
5. Destruction of or damage to equipment, software, or data belonging to the library or others
6. Modifying or gaining access to files, passwords, or data belonging to others; seeking unauthorized access to any computer system, or damaging or altering software components of any network or database

EMAIL & CHAT

The library does not offer electronic mail accounts. Patrons may access their existing e-mail accounts from the library terminals.

DOWNLOADING AND SAVING

Using personal software programs on any PCDL computer is prohibited. Patrons may use a USB Key to save files.

It is important to conserve bandwidth. Downloading may result in reduced bandwidth, which will slow down Internet access. Users will be asked to stop downloading if library business and/or other patron access is affected.