

MOUNT CARMEL AREA PUBLIC LIBRARY

30 South Oak Street
Mount Carmel, PA 17851
570-339-0703

COMPUTER/INTERNET POLICIES AND PROCEDURES

*Updated 4/2016

1. The Mount Carmel Area Public Library has a number of computers available for public use. These computers are available for use during the Library's regular operating hours. The computer systems will be shut down by Library staff 15 minutes before the closing of each day. Users will be limited to one (1) hour of computer use, and four (4) hours for personal devices accessing the Library's Wi-Fi signal. *****USERS WILL BE LIMITED TO ONE (1) HOUR PER DAY, PER USER, FOR THOSE WHO ARE PLAYING GAMES!**
2. Users must sign in on the Computer Log at the circulation desk. Signing in verifies that you have read, signed, and agree to comply with the Mount Carmel Area Public Library Computer/Internet Policies and Procedures. **Failure to comply with these policies and procedures may result in the loss of computer privileges. The temporary loss of computer privileges will be determined by the Library staff on duty. The permanent loss of computer privileges will be determined by the Library Director and the Mount Carmel Library Board of Trustees.**
3. Computers may only be used with software/programs provided by the Mount Carmel Area Public Library. **Users may not use or install his/her own software/programs, or download and/or install software/programs from the Internet on Library computers.**
4. Users may not send, receive, or display text or graphics which may be reasonably construed as obscene. **Library Internet users are individually responsible for the resources they access and are encouraged to be good information consumers by evaluating the validity of information accessed via the Internet.** Access by users the age of 18 to explicit materials as defined in 18 Pa. C.S.A. 5903 is prohibited. **Failure to comply with these policies and procedures may result in the loss of computer privileges. The temporary loss of computer privileges will be determined by the Library staff on duty. The permanent loss of computer privileges will be determined by the Library Director and the Mount Carmel Library Board of Trustees.**
5. The resources available on the Internet contain a wide variety of materials from varied points of view. Access points often change rapidly and unpredictably. **The Library cannot guarantee the accuracy and/or acceptability of the information you will find and cannot be responsible for its content.** Library Internet users are individually responsible for the resources they access. As with all other library materials, parents must assume responsibility for their children's use of the Internet at the Mount Carmel Area Public Library.

6. Users may download files from the Internet provided they are using either a flash drive, or some type of electronic device to save the file. Cellphones **MAY NOT** be connected to the Library computers in any way. Files may not be saved to Library computers. Any file downloaded by a user, and saved to their personal device, is under the same responsibility expressed in Policy Number Five (5). **Failure to comply with these policies and procedures may result in the loss of computer privileges. The temporary loss of computer privileges will be determined by the Library staff on duty. The permanent loss of computer privileges will be determined by the Library Director and the Mount Carmel Library Board of Trustees.**
7. A printer is available for use. Users may print from Library computers, as well as their own devices, at a cost of \$.20 per page printed. After printing, users must pay for their pages printed at the circulation desk. Due to the nature of electronic equipment, the Library cannot guarantee that the printer will be working from every computer every single day. Every attempt will be made by the Library staff on duty to allow you access to printing. The Library staff cannot guarantee that every personal device brought into the Library will be able to connect to the printer. It is the users personal responsibility to connect their personal device to the printer if they wish to print.
8. Users may not seek unauthorized access to any computer system, or attempt to damage or alter the software/components of any computer. **Any intentional damage done is the financial responsibility of the user, or the guardian of the user if they are under 18.**
9. Library staff is available to assist users in gaining access to the Internet. However, Library staff may not be trained to help you in the use of every application you might wish to use. Due to scheduling constraints, there may not be an Internet/Computer trained staff member available at all times. Because of the many technical aspects of a computer, and the various applications available via the Internet, Library staff cannot provide complete technical support. While the Library staff will assist you in gaining access to the Internet, please be aware that this is not a computer class. If you wish to use the computers, some basic knowledge of computers will be required. Due to staffing and scheduling constraints, Library staff cannot spend time sitting with each user who wishes to learn how to use a computer.
10. Wi-Fi access is provided to users who wish to connect to the Internet using their personal devices. Access is granted for a period of four (4) hours, up to closing time. Based on the time you gain access, you may receive a shorter period of time due to the closing of the Library for the day. The previous stated rules regarding Internet use and personal user's responsibility also apply to anyone accessing the Library's Wi-Fi signal. Wi-Fi users are required to sign in on the Computer Log at the circulation desk, and the Library's Wi-Fi signal is only to be accessed while in the Library. **Failure to comply with these policies and procedures may result in the loss of computer privileges. The temporary loss of computer privileges will be determined by the Library staff on duty. The permanent loss of computer privileges will be determined by the Library Director and the Mount Carmel Library Board of Trustees.**
11. This form will be kept on file, for an unstated period of time, by the library.

Original adopted – 1996

Revised and approved – April 21, 2016