Little Elm Public Library
Computer and Internet Use Policy

Purpose: The Little Elm Public Library provides access to computers and the internet as part of its commitment to meeting the informational, educational, and recreational needs of the community. This policy outlines the rules and guidelines for the responsible use of library computers and the internet.

User Eligibility: Library computers are available to all patrons. Patrons must have a valid library card or a guest pass to access library computers.

Time Limits: Patrons are allotted a maximum of 120 minutes per session. Extensions may be granted at the discretion of library staff, based on demand. It is the responsibility of the patron to pay attention to the amount of time they have left on a computer so that they can renew their time before it runs out. Once a computer automatically logs a patron off at the end of their 2-hour session, there is no way to retrieve any works in progress or documents from the closed session.

Guidelines for Computer Use:

- Quiet Environment: Patrons are expected to maintain a quiet and respectful environment for all library patrons. Sound should be muted, and headphones are encouraged for audio.
- Destruction of or damage to equipment, software, or data belonging to the library will result in fines/charges to fix or replace equipment.
- Personal Devices: Patrons may not connect personal devices to library computers without prior approval from library staff.
- Laptops for Checkout: Patrons may checkout a laptop from the library upon request with a current, valid library card. Laptops check out for 2 hours at a time with the option of renewing the checkout if there are no other patrons waiting for a computer. Laptops must stay within the library. Damaged laptops, or those taken from the library, will result in a blocked library account until all fines/fees (up to the cost of the laptop) are settled with the library.
- Printing: Printing is available at a nominal cost per page. Patrons are responsible for paying for all pages printed.
- Software and Downloads: Patrons may not install or download any software on library computers. The library is not responsible for any loss of data or damage to personal devices. Staff cannot download or install any software at the user’s request until after the software has been vetted and approved by the Town of Little Em IT Department. Any personal information and/or documents, files, photos that are downloaded are wiped from the computer after the patron logs. Patrons should not expect files to be saved to a computer. Patrons may use a personal USB drive to plug into computers for saving documents.
Internet Use:

- **Access to Inappropriate Content:** Patrons must not access or display any materials that are illegal, obscene, or harmful to minors. The library's internet filter is in place to block inappropriate content.

- **Privacy and Security:** Patrons are advised to be cautious while accessing personal information online. The library is not responsible for any security breaches or loss of data.

- **Illegal Activities:** Engaging in illegal activities, including but not limited to hacking, unauthorized access, and copyright infringement, is strictly prohibited. Disruption or interference of network users or services is also prohibited. Such interference or disruption includes but is not limited to: distribution of unsolicited advertising, harassment, libeling, or slandering of others; propagation of computer worms or viruses.

- **Sending, receiving, or displaying text or graphics which may reasonably be construed as either obscene or child pornography by community standards** is strictly prohibited.

- **Wi-Fi Access:** Wi-Fi is available throughout the library premises. Patrons are expected to adhere to the same guidelines for internet use when accessing the library's Wi-Fi network.

**Ethical Use:**

All users of electronic information resources (such as the internet) are expected to use these resources in a responsible manner, consistent with the educational and informational purposes for which they are provided. In addition, all users are expected to follow the library's Patron Code of Conduct (https://www.littleelm.org/1552/Policies). It is unacceptable to use the library's computer system and internet resources for any of the following:

- For any purposes which violate applicable U.S. or state laws. Users must respect all copyright laws and licensing agreements pertaining to software, files and other resources obtained via the internet.

- Disruption or interference of network users or services. Such interference or disruption includes but is not limited to: distribution of unsolicited advertising, harassment, libeling, or slandering of others; propagation of computer worms or viruses.

- Sending, receiving, or displaying text or graphics which may reasonably be construed as either obscene or child pornography by community standards.

**Enforcement:** Library staff has the authority to enforce this policy. Failure to comply may result in the loss of computer and internet privileges. Repeated violations may lead to temporary or permanent suspension of library access.

**Disclaimer:** The library assumes no responsibility for any damage to personal devices, loss of data, or any liability that may occur from the use of library computers or the internet. Use of any of the library’s computing equipment and networks is at the sole risk and discretion of the user. This means that it is the user, and not the library, who would be responsible for any damage to the user’s own computers, devices, or equipment while connected to the library’s wired or
wireless networks or while connected to any of the library’s equipment. The library takes reasonable steps to secure its networks from unauthorized access. In using a public computer, however, an individual must be aware that the security of information or transactions while using the library’s equipment or networks is not guaranteed. Internet users are responsible for the websites they access and use the internet at their own risk. The library does not guarantee the privacy of any internet sessions, nor is it responsible for the security of information transmitted and received during any Internet sessions. Any injury or damages incurred by users of Library internet stations or the library’s connection to the internet are the sole responsibility of the user.

**Review and Revision:** This policy will be reviewed regularly and may be revised as needed to ensure its effectiveness and alignment with the library's mission.