

## **FINNEY COUNTY PUBLIC LIBRARY**

### **Computer Use Policy**

Adopted: 03.28.2022 | Revised: 00.00.0000

Library staff is available for basic assistance as time allows, but they must also serve other Library Patrons. Free training classes will be offered on a first come, first serve basis. The following guidelines apply:

The computers are available on a first come, first serve basis and are managed by a computer reservation system.

Each computer has virus scanning software installed.

All documents and downloads are cleared off of the hard drive each time a patron logs off.

Data storage devices are available for purchase at the Circulation Desk.

Printing payable through the coin and bill acceptor. Printing costs are as per the Fines and Fees Schedule.

Users must respect the privacy of other users and keep conversations to a minimum.

### **INTERNET USE POLICY**

The development of this Statement of Policy by Finney County Public Library is in recognition of the need for guiding rules or principles that can be followed in deciding action to be taken when various problems are made known. The rules, regulations, statements and procedures set for the in this policy are not final answers to every situation or any given problem, and must be studied and interpreted in terms of the changing needs of Finney County Public Library service area. This policy will be in support the American Library Association document, *“Access to Electronic Information, Services and Network: An Interpretation of the Library Bill of Rights”* adopted by the ALA Council, January 24, 1996. (Appendix F)

The Internet is an international network of public and private computers that increases availability of resources and provides access to information outside the scope of the regular Library Collection. The Library does not guarantee the accuracy, authenticity or currency of the information located by the user. Electronic information is constantly changing and expanding. It

[Access to Digital Resources and Services: An Interpretation of the Library Bill of Rights | Advocacy, Legislation & Issues \(ala.org\)](#)

[Privacy: An Interpretation of the Library Bill of Rights | Advocacy, Legislation & Issues \(ala.org\)](#)

[Guidelines for the Development of Policies and Procedures Regarding User Behavior and Library Usage | Advocacy, Legislation & Issues \(ala.org\)](#)

Developed under the direction of the Board of Trustees of the Finney County Public Library, this Internet Safety Policy for adults and children was discussed and adopted during an open meeting of the Library Board on May 15, 2018. This policy supersedes all previous Internet Safety Policy statements of the Finney County Public Library and is effective on May 15, 2018.

The Board's interpretation of these documents may be tempered by community standards in regard to unauthorized use of computer equipment.

This policy document will be reviewed by the Finney County Public Library Board as needed.