Public Use of Library Technology Policy

The following policy will cover:
- Technology Guidelines
- Internet Access
- Public Computers, printers, and devices

Key Guidelines for Use
- Library technology cannot be used for any illegal activities (including illegal peer-to-peer file sharing); producing or transmitting any threatening, obscene, or harassing materials or computer viruses; accessing pornographic websites; attempting to circumvent filters; taking any action which could violate the privacy of another individual; or damaging or disrupting Library equipment, software, or data transmission.
- The Library cannot be held responsible for the use of Library technology for commercial purposes.
- The use of Library technology is carefully monitored to ensure compliance with Library policies. Appropriate steps will be taken to prevent misuse or abuse of Library computers and internet services. Repeated or serious violators risk losing Library privileges and will be held financially liable for any physical damage caused.
- As with other Library materials, restriction and supervision of a child's access to Library computers and the internet is the responsibility of the parent or legal guardian.
- By choosing to use these free services, patrons agree to abide by all applicable Library District policies. Failure to read or understand rules does not excuse a user for disobeying them.

Internet Access
- The Library reserves the right to limit bandwidth or services on a per connection basis on the network, as necessary, to ensure network reliability and fair sharing of network resources for all users.
- Users may not extend or modify the network in any way. This includes adding access points or installing bridges, switches, hubs, or repeaters. The Library reserves the right to remove or disable any unauthorized points of access.

- The Library assumes no responsibility for the safety of equipment, data, or personal information when connecting to the Library's network.
- While the Library network (except service available through hotspots) is filtered to comply with all applicable state and federal laws and Library policies, the Library has no control over what users choose to access. Any request to bypass the filters or access filtered websites should be directed to the Library Director. A review will be conducted as soon as qualified staff are available.

Public Computers, Printers, and other Devices
- Nonmembers will be charged a small fee to use the public computers.
- Library Center of the Ozarks reserves the right to set time limits for daily use based on availability and demand. Computers automatically log off 15 minutes before closing time.
- Users will be charged for all pages printed, even if they are accidental or unwanted.
- Users may not download or install any software or programs not already pre-installed by staff on Library computers. Please email requests for additional software to the Library Director.
- Users bear sole responsibility for any data loss or damage to personal devices used on Library equipment. It is the user's responsibility to secure any personal data during use and delete it from Library devices when finished. If concerned with security, patrons should contact library staff for support.
- Staff time prohibits lengthy one-on-one computer, software, or internet training outside of scheduled classes.

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