MCBRIDE MEMORIAL LIBRARY
LIBRARY COMPUTER USE and PUBLIC INTERNET USE POLICIES
Revised September 2024

Vision Statement: The McBride Memorial Library is an information center that serves the educational needs of communities in our area. It provides access to information in both print and electronic formats. The staff and trustees of our library are dedicated to maintaining goals in pursuit of library excellence.

Mission Statement: The McBride Memorial Library enriches lives by connecting people with information and ideas.

The primary purpose of computer and internet access at the library is to further its mission. Although the internet can be used for a variety of purposes, use of the internet at the library is intended only for those functions which are appropriate to its mission.

A. LIBRARY COMPUTER USE

1. Locations and age limit
Desktop computers are provided in the library computer lab and throughout the main floor of the library. Computers are for the use of individuals ages 6 and up.

2. Self Service
Computer use is self-service. Computer users are expected to know basic computer operation and web browser techniques. Library staff will prioritize general library operations and may not be away from the main service desk for more than 3-4 minutes, therefore are unavailable to provide instruction or extended assistance on computers. Users who need assistance or instruction may schedule an individualized session with a librarian; inquire at the main desk.

3. Schedule
Computer login will become unavailable starting ten minutes before closing time. Computer use must cease at library closing time.

4. Saving documents
The computer user is responsible for providing a memory device or their own online storage account for saving documents.

5. Security
Security settings on the library computer system are in place to provide virus protection and cannot be altered.

6. Food and drink
Securely lidded beverages only are allowed at or near the computers; food consumption is prohibited.

7. Malfunctions
Malfunctioning computer equipment should be reported to library staff. The cost of repairing or replacing abused or damaged equipment or materials will be borne by the user.

8. Disclaimer
The library is not responsible for any damage to user-owned materials or data used on library equipment.

9. Session limits
Computer use is limited to a maximum three hours per day per library account holder. Computer use is limited to one hour per day per guest user. Sessions may be extended for extenuating circumstances if the extension is requested prior to the session timing out. After session time-out, no extension is possible.

10. Software
Computer software is installed on the library computers for patron use. Patrons may not use their own software on library computers.

11. Printing method
Printing on the library printer is done through a library computer only. Printing is not possible directly from a patron's own electronic device.

12. Printing cost
One-sided printing is available at the cost of $.25 per page black and white, and $.50 per page color. Printing is pay-as-you-go; funds may not be loaded on a library card in advance.

13. Conduct
The library reserves the right to refuse computer use to anyone abusing the computer equipment or furniture, hassling the library staff, or violating library policies.

B. PUBLIC INTERNET USE

1. Responsible use

The internet provides access to a massive body of information. This expands the library's information services beyond its physical collections and electronic resources. The internet is also a rapidly changing environment, and therefore the library cannot monitor or control the information available on the internet and is not responsible for its content beyond the library's own website. Users are responsible for determining that the information they access is acceptable, reliable, suitable to their needs, and complies with this policy and accompanying guidelines. Internet users need to be aware that they may find material online that they consider offensive, just as they might find objectionable material in other formats such as books or videos. This includes sexually explicit material and materials of questionable accuracy. Just as the library does not endorse the viewpoints of written and recorded material in its collections, it does not do so for electronic information.

2. Parental responsibility

Responsibility for the use of the library's computers by children and teens rests with their parents or legal guardians. Parents are strongly encouraged to discuss appropriate use of internet resources with their children and to supervise their children's internet sessions at the library. The library is not responsible for information accessed by children and teens through the internet. Security settings on the library system are set to comply with the Child Internet Protection Act (P.L. 1556, No. 197 Cl. 35). Nevertheless, this technology is not foolproof and objectionable material may slip through. Parents are encouraged to discuss acceptable online behavior with their children.

3. Confidentiality and Security of Electronic Information

Library users have the right to confidentiality and privacy. However, internet users are advised that because security is technologically difficult to achieve, electronic transactions and files could become public. The internet is not a secure medium and third parties may be able to obtain information about users' activities. Please use precautions before providing any personal information over the internet. Use the library's wireless network and/or computer workstations at your own risk

4. Acceptable Use

The library board has approved procedural restrictions, which may change with time and circumstances, necessary to allow for equitable and responsible use of the internet. All persons using the internet workstation must sign in with their own library card number or provide personal identification as a guest. Users must read and accept the Acceptable User Rules (as contained in this policy) which will be available on the computer sign-in screen. Misuse of the library's computers or any violation of this policy and procedures may result in the loss of internet privileges, loss of library privileges, and/or criminal prosecution.

5. Unacceptable Use
Examples of unacceptable uses include, but are not limited to: accessing files, passwords, or data belonging to others without their permission; damaging or altering hardware or software; unauthorized reproducing of copyrighted, licensed, or other protected material; misrepresenting oneself as another user; harassing or interfering with other users; and violating applicable local, state, federal, or international laws.

6. Legal use
Users shall observe all federal, state, and municipal laws and regulations. Illegal use of the Internet is prohibited and subject to prosecution by local, state, or federal authorities.

7. Children
Children under age 12 may not use the internet computers in the library unless accompanied by a supervising adult. Library staff will not assist a minor child (under 18) in setting up an email account.

8. Harmful material
This library fulfills the requirements of the Child Internet Protection Act (P.L. 1556, No. 197 Cl. 35) also known as 2004 Act 197. The Commonwealth of Pennsylvania has a compelling interest in preventing any computer or internet user from accessing obscene material (18 Pa. C.S. § 5903) and child pornography (18 Pa. C.S. § 6312) within a public library setting. Because minors use the library during all open hours, and an internet user cannot be aware of who may be viewing his or her screen, viewing these materials is never allowed. Staff will monitor use of internet workstations to ensure compliance with this policy. Because the scope of law enforcement searches varies, internet users are advised that electronic transactions and files could become public.

Approved by Board of Trustees October 24, 2024