

# Gretna Public Library

## Computer and Internet Use Policy

Approved June 25, 2007 by the  
Gretna Library Board

**DISCLAIMER: When patrons access the Internet, they are no longer within the jurisdiction of the Gretna Public Library or the Library's collection development policy. It is the responsibility of the patrons to determine what is accurate, current, complete, and appropriate for their informational needs. Providing access does not imply sponsorship or endorsement of the content. Staff does not monitor the public's use of the Internet. The Gretna Public Library expressly disclaims any liability or responsibility arising from access to or use of information obtained through its electronic information systems.**

### Acceptable Use

Users may not use the Library's facilities or equipment for any activity prohibited by federal or state laws or by local city ordinance/code. The Internet should be used in a manner that follows all of the aforementioned legal parameters.

Saving or downloading of any information from personal disks or the Internet to the Library's hard drive is expressly forbidden. Nothing may be plugged into or inserted into library computers for computer enhancement or any other purpose. Users may not use their own software programs or download files to a disk or the hard drive on any public access computer. This is extremely important in preventing a virus(es) to the Library's system. If this policy is not complied with, patrons risk losing computer privileges.

Users may not attempt to modify or gain access to files, passwords, or data belonging to others, nor may users seek unauthorized access to any computer system on the network.

Users will respect copyright laws and licensing agreements. Any responsibility for consequences of copyright infringement lies with the user. The Library expressly disclaims any liability or responsibility resulting from such use.

It is the responsibility of the user to determine what are appropriate web sites for research or entertainment. Users are reminded that the computers are part of a public environment shared by people of all ages, with a variety of information interests, needs, beliefs, and comfort levels.

The Library does not provide email accounts, but users may obtain their own through a variety of providers at little or no cost. The use of unmonitored chat rooms, bulletin boards, and other online communications are prohibited. The use of e-commerce sites, such as Ebay, is allowed.

### Procedures

1. All minors under the age of 18 wishing to access the Internet must have a consent form signed by the parent or guardian on file at the Library, as of November 10, 2003. The parent must come to the Library and sign in the presence of the Librarian on duty.

2. All users will sign in for computer use at the Circulation Desk. Computers are available on a first-come, first-served basis. Users will also sign out at the Circulation Desk at the conclusions of their sessions. Users needing to leave their station before their session is over should advise the Librarian on duty, otherwise will forgo their turn if others are waiting.
3. All sessions are limited to 30 minutes, with each user not to exceed 90 minutes per day. When others are waiting, users may be given a 15 minute warning and encouraged to sign up for another session if needed. If the user is doing research for a school or personal project, daily computer time may be extended by the Librarian on duty upon request and availability of computers.
4. Printing is allowed at a suggested donation of \$.10 per page for black and white copies and \$.25 per page for color copies.
5. Do not restart computers, connect or disconnect any peripherals to or from computer equipment without notifying the Librarian on duty. Users are responsible for any damages caused by tampering or harming any Library equipment.
6. Advise the Librarian on duty of any equipment problems or inappropriate and out of the ordinary experiences during a computer session.
7. Unauthorized access, including hacking, is considered a crime. The Library will cooperate with local, state, and federal authorities in the prosecution of crimes committed against, through, or upon library equipment and resources.

**Be aware that use of the Internet at the Gretna Public Library is a privilege, not a right, which may be revoked at any time for inappropriate conduct in the Library or while using the Library's online connections.**