

DALY CITY PUBLIC LIBRARY

COMPUTER USE POLICY

The Daly City Public Library provides computers for public use. Not all computers provide access to the same services. Computers may provide access to any of the following resources:

- The library's public access catalog
- Online research tools, including subscription resources
- The Internet
- Software such as word processing, spreadsheet programs and children's learning software

PROCEDURES

EXPRESS INTERNET STATIONS

One or two computers at each library may be designated as Express Stations for 15-minute use. The Express Stations are available on a drop-in basis.

PUBLIC-USE MULTI-PURPOSE COMPUTERS

1. Some computers are available on a walk-in basis, first come-first served. Advance reservations may be made for designated computers.
2. The session time limit is one hour. The daily time limit is three hours.
3. Computers shut down 10 minutes before the library's closing time. If library staff must perform maintenance work on any or all computers, users may be required to log off sooner.
4. Designated library staff or volunteers may help customers get started on the computer if necessary and may be able to provide assistance if time permits.
5. Computer users may use only their own library cards to access library computers.
6. Computer users may only save files to their own flash drive or other Universal Serial Bus media. Saving to a library computer's hard drive is not permitted.
7. Computer users must follow posted printing instructions. All printed pages must be paid for regardless of intent.

GENERAL RULES FOR ALL COMPUTER USE

1. Computer users are requested to report equipment and operation problems to library staff. The library cannot be responsible for computer malfunctions, internet site downtime, or delays in transmission from a remote site, and is not liable for any loss resulting from such eventualities.

2. Patrons are not to restart or shutdown library computers.
3. Library staff are authorized to make exceptions to these posted rules.

PROHIBITIONS

- a) Computer equipment may only be used for designated purposes. Equipment may not be unplugged, removed or otherwise modified. Computer users may not attempt to reconfigure systems or programs or in any way interfere with the library's system set-up.
- b) Computer users may not install personal software on library computers.
- c) Computer users may not use the library's computers for unlawful purposes.

Examples of unlawful use that could lead to legal actions include, but are not limited to, the following:

- Harassment of other users
 - Libeling or slandering other users
 - Destruction of or damage to equipment, software or data belonging to the library or other users
 - Disruption or unauthorized monitoring of electronic communications
 - Unauthorized copying of copyright-protected material
 - Violations of existing obscenity and pornography laws (see Internet Use Policy)
 - Violations of computer system security
 - Unauthorized use of computer accounts, access codes, or network identification numbers
 - Violation of software license agreements
 - Violation of network usage policies and regulations
- d) Computer users who disregard library procedures may be prohibited from using the equipment.

Endorsed by the Library Board of Trustees: 8/17/99; Revised: 5/16/00; 7/17/01; 11/20/01; 11/18/03; 10/17/06; 09/11/14; 11/20/18