

# DALY CITY PUBLIC LIBRARY

## COMPUTER, DEVICE, AND INTERNET USE POLICY

The Daly City Public Library provides access to computers, other devices, and the Internet to meet the educational, cultural, informational, and recreational needs of the community.

Use of the Library's computers, devices, and networks implies acceptance of this Policy. Failure to adhere to these policies and laws may result in loss of library privileges and/or legal action.

### USE

- Some equipment may be used without a reservation on a first-come, first-served basis.
- A session and/or daily time limit may apply to ensure equal access for all library visitors.
- Computers shut down 10 minutes before the library's closing time.
- Designated library staff are available to assist users with equipment, navigating the Internet, or locating information.
- Library users may use only their own library cards to access library computers or check out devices. Photo ID is required to check out devices.
- Computer users may only save files to their own portable drive or media. Saving to a library computer's hard drive is not permitted.
- Printed pages must be paid for, even in the case of errors. Patrons should use the *print preview* function before printing.
- Users of Library equipment are requested to report equipment and operation problems to library staff.
- Use of the Library's wireless network is governed by the Wireless Terms of Service.
- The Library does not restrict, filter, monitor, record, or edit Internet content, nor does it keep a permanent record of the Internet sites visited or searches performed by individuals.

### PROHIBITIONS

1. Library computers and devices may only be used for designated purposes. Equipment may not be unplugged, removed, or otherwise modified. Computer and device users may not attempt to reconfigure systems or programs, install software, or in any way interfere with the library's system set-up.
2. Library users are prohibited from damaging or destroying equipment, software, or data belonging to the Library or other users.
3. Users of Library computers, devices, and networks may not use them for unlawful purposes, including, but not limited to, violations of Copyright Law and the public display of obscene and harmful material as defined in the California Penal Code. The viewing of obscene and harmful material on a screen in a public area, such as a library,

constitutes public display and is therefore prohibited.

### CAUTIONS

Public computers and wireless networks are vulnerable to unauthorized access, and other people may be able to obtain information regarding users' activities. Users should assume that their information may not be private. The Library is not liable for the loss or compromise of any information, including confidential or sensitive data, or for any damages resulting from that loss or compromise.

The library cannot be responsible for computer or device malfunctions, internet site downtime, or delays in transmission from a remote site, and is not liable for any loss or damage, direct or indirect, resulting from such eventualities.

It is solely the responsibility of users of the Library's wireless network to configure their personal equipment with appropriate security software and settings.

Parents and legal guardians are responsible for their children's use of library computers, devices, and internet networks. The Library does not limit or control access by children to materials in the Library, including content on the Internet. It is the right and the responsibility of parents and legal guardians to guide their children's computer and Internet usage in accordance with individual family choices.

Endorsed by the Daly City Public Library Board of Trustees: 11/16/2021

*Internet use policy endorsed by the Library Board of Trustees: 11/17/98; Revised: 8/17/99; 5/16/00; 7/17/01, 6/18/02, 3/15/05; 10/17/06; 08/24/10*

*Computer use policy 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*