

PLYMOUTH PUBLIC LIBRARY COMPUTER USE POLICY

1. PURPOSE

The purpose of this policy is to clearly state the Library position on computer use.

2.0 POLICY GUIDELINES

2.01 INTRODUCTION

The Plymouth Public Library provides computing resources for public use to expand the availability of such tools for educational, research, informational, and recreational purposes.

The Plymouth Public Library also provides free Wi-Fi for personal laptop computers and portable devices in order to enable Internet access.

The Library's wireless connection is not secure. There can be non-trustworthy third parties between the user and anybody with whom the user communicates. Any information being sent or received could potentially be intercepted by another wireless user. Cautious and informed wireless users must exercise care when transmitting their credit card information, passwords, or any other sensitive personal information. The Library will not be responsible for any personal information (e.g., credit card) that is compromised.

2.02 ACCESS AND SCHEDULING

The Plymouth Public Library has computers for public use available at present in the following locations: the Reference Department, the Youth Service's Department, and the Manomet Branch Library.

Any patron who wishes to use a public computer must either have a valid OCLN library card or purchase a guest pass. Patrons are allowed a maximum of 90 minutes access per day using their library card. Patrons may use only their own card for access. If they wish to use a computer for additional time, they may purchase a guest pass. A guest pass provides 60 minutes of access.

If all of the public computers are in use, patrons may be placed on a waiting list for the next available computer. Telephone reservations are not accepted.

We allow one person per computer, unless a parent/guardian or library staff member is present.

Children up to the age of 11 are required to use the computers in the children's department.

All public computers automatically shut down approximately 10 minutes before closing.

2.03 ACCEPTABLE USE

Patrons of all ages are expected to use computers in an acceptable manner, respecting the rights of others. Patrons who are using the Internet, either via the public computers or on their own devices via Wi-Fi, are required to abide by the Library's Internet Access Policy.

Patrons are encouraged to use their own flash drives to save files. The Library computers are not configured to permit the saving of files to the desktop. Patrons may not store or change files on the public computers.

In the event that the library staff determines a patron is misusing or abusing the computer equipment, that patron's computer use privileges are revoked.

2.04 FEES

There is no fee for accessing the public computers when using an OCLN library card. The charge for a guest pass is \$1.00. Black-and-white printing is available at the cost of \$.10 per page.

2.05 INSTRUCTION

The library staff provides only minimal instruction in the use of library computers. Computer manuals and tutorials are available in the library and through the Library's online research databases. Assistance is provided by the staff in troubleshooting computer problems when time permits.

3.0 APPLICABILITY

This policy applies to all users and patrons of the Plymouth Public Library system.

4.0 QUESTIONS

If anyone has questions about this policy, please contact the Library Director at (508) 830-4250.

5.0

Chairman, Board of Selectmen