

Internet Policy

CCPL is committed to providing its customers with access to information. The concept of offering local Internet access for Library patrons is a logical extension of that commitment -- providing easy and open access to information through an electronic, rather than print medium.

In offering Internet access, the Cecil County Public Library cannot guarantee that information found through the Internet is accurate, authoritative, or factual.

The Internet and its available resources may contain material of a controversial nature. Individuals are asked to take responsibility for their children's use of the Internet through Library connections. The Library offers instruction for adults and children in Internet safety. No one is permitted to access obscenity or child pornography in the library or to use the Internet for any illegal purpose. Staff will actively intervene when they observe such behavior or it is brought to their attention. Library and/or Internet privileges may be lost as a result of prohibited behavior.

The Library also may offer computers with educational software and word processing, and free wireless access at selected sites. The Library has established basic rules for using Library computers to maximize availability and to ensure fair access to all.

Adoped on November 13, 2000

Computer Use Rules

Individuals are expected to use Library workstations in a courteous, reasonable and responsible manner. The Library is a public place. Users must use discretion in displaying text or graphics which may be offensive to others. The viewing of pages which display graphic pornography is inappropriate for a public and open environment and is prohibited.

The Library prohibits unlawful use of the Internet by any users. No person may send, receive, view or download any illegal material.

No one is permitted to use Library equipment to access obscenity and child pornography. Staff will actively intervene when they observe such behavior or it is brought to their

attention.

The Library reserves the right to limit and/or schedule workstation usage to accommodate the largest number of customers. Computers are available on a first come first served basis. CCPL limits individuals to a maximum of 4 hours of computer use system wide per day. Sessions are ½ hour long. When no one is waiting computers may be rebooked up to the maximum of 4 hours per day.

Library users must sign up for blocks of time to use Library workstations. Computer users must present a valid Library card to sign up and log on to Library computers. Computers are available on a first-come first-served basis. CCPL limits individuals to a maximum of 4 hours of computer use system wide per day. Sessions are ½ hour long. When no one is waiting computers may be rebooked up to the maximum of 4 hours per day.

The Library reserves the right to limit chat, gaming and other Internet activities that are disruptive or not in keeping with the Library's purpose.

To guard against the deliberate or unknowing introduction of computer viruses into Library PCs, files may not be permanently downloaded onto Library computer hard drives.

The public is not allowed access to the computer's operating system, general software, or hard drives. Web access computers and software are secured and must be used as installed. Tampering with PC security which protects computers is prohibited.

Only one person at a time may use a Library workstation.

Activities, which disrupt the Library or its network, are prohibited.

Computer printing charge (\$.20 per page, black and white only) is assessed to cover the cost of paper and ink cartridges. Users who provide their own paper must pay full printing charge.

No external devices may be attached to any Library computer without the permission of Library staff.

Computer users who deliberately tamper with computers will be charged for damaged equipment and/or software and legal action may be taken against them.

When conveniently available the public may use electric outlets for personal computer equipment. Phone lines or network connections for personal modems or networking are not available.

Library Staff Members are not responsible for computer equipment, software malfunctions or lost data.

The Library strives to keep computers working and available. However, Library computers may be unavailable to the public due to maintenance, upgrade, training or other reasons.

The Library can not guarantee the security of personal information transmitted over the Internet and does not recommend the use of Library computers for sensitive applications such as online banking, tax filing, etc.

Library public computers must be shutdown PRIOR to Library closing.

Failure to comply with these rules will result in loss of Internet and/or computer access.

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WiFi Computer Use Rules

1. The Library is a public place and used by people of all ages. Users are expected to use the library's wireless access in a courteous, reasonable and responsible manner. Wireless users are asked to use discretion in displaying text or graphics which may be offensive to others.
2. The Library prohibits use of the Internet for any illegal purpose. No person may: send, receive, view, or download any illegal material; degrade or disrupt equipment or system performance; vandalize the data of any other user; invade the privacy of individuals; violate federal, state, or local copyright laws or regulations.
3. No one is permitted to access obscenity and child pornography. Staff will actively intervene when they observe such behavior or it is brought to their attention. WiFi privileges will be suspended or revoked.
4. Activities which disrupt the Library or its network are prohibited.
5. Printing is not directly accessible via the wireless connection. To print at the Library, work may be saved to a disk or be emailed to the patron's email account, then retrieved on one of the Library's public workstations and sent to the public printer. (Printing costs \$.20 per page, black-and-white only)
6. When conveniently available the public may use electric outlets for personal computer equipment. Phone lines or hardwired network connections for networking of personal

hardware are not available.

7. Library Staff Members are not responsible for individuals' personal computer equipment, software malfunctions or lost data. WiFi users should be certain that their laptops and other devices are secure at all times and should never be left unattended in the Library, even for brief periods of time. Theft of such devices is not the responsibility of the Library.
8. The Library strives to keep Wifi access points working, available, and functional for all. However, bandwidth and transmission speed may be affected due to number of wireless users actively online, maintenance, upgrade, training or other reasons.
9. As with most public wireless "hot spots," this wireless connection is not secure. Another wireless user can potentially intercept any information being transmitted. The Library recommends that you do not transmit personal information such as credit card numbers and other personal identification numbers, or other sensitive information while using any wireless "hot spot." WiFi users assume all risks and responsibilities to provide anti-virus software protection and appropriate security settings on their laptops.
10. Library public computers are shutdown fifteen minutes PRIOR to Library closing. WiFi users must comply with this same standard.
11. Failure to comply with these rules will result in loss of Internet and/or computer access.

Disclaimer: Use of the Cecil County Public Library's wireless network is entirely at the risk of the user. Library staff is not able to provide in-depth technical assistance and no guarantee can be made that you will be able to make a wireless connection. The Library disclaims all liability for loss of confidential information or damages resulting from that loss.

Adoped on February 2007