MIFFLIN
COMMUNITY LIBRARY

POLICY

COMPUTER USE / INTERNET ACCESS POLICY
Effective November 3, 2016

GENERAL COMPUTER USE POLICY

Agreement to Follow System and Library Policies

Checking out a library computer or accessing the library's WiFi network will indicate agreement to follow all Berks County Public Libraries (BCPL) and Mifflin Community Library policies regarding computer and Internet use.

Access/Availability

Public access computers (for both adults and children) are available at no charge during regular library hours on a first-come basis. Computer users with a library card may log on to any age appropriate vacant computer via our PC Reservation software with their barcode number and accept the Policy for Internet Access for all Berks County Public Libraries. Library-owned laptop computers must be used inside the library and checked out on a library card. Users of Internet-capable computers must check out or log on the computer using their own card. Although computers may be activated for a longer initial period, patrons may be asked to give up their computers after **30 minutes of use if another patron is waiting**.

Security/Privacy

. All computers will reboot automatically after each PC Reservation session. This will allow the DeepFreeze program installed on the computers to wipe out all changes made since the computers were turned on. Computer users who require more privacy than is commonly available at the public-use computers may reserve time on the computer in the Tutor Room.

Multiple Users of One Computer

No more than two people may be seated at one computer at one time.

Non-Internet Computer Use by Children

Games for younger children may be played on the Early Literacy Stations without checking out the computer. Use of all other children's computers requires signing on with a juvenile library card via our PC Reservation software using their barcode number and accepting the Policy for Internet Access for all Berks County Public Libraries. **Children 10 years of age and younger must be accompanied by a parent or legal guardian unless special permission is granted by library staff.**

Patron-Owned Software or Disks

Patron-owned software may **not** be used on the library computers.

Printer/Scanner Use

1) Printing costs are $.15/page for B&W prints and $.50/page for color prints.
2) A scanner is available. Scans may be saved to a computer's hard drive temporarily and attached

to an email message, but permanent storage must be on blank flash drives available for $5.00 each, patron-owned flash drives, or cloud-drive accounts.

3) **Patrons must pay for all prints made - including duplicates, errors, etc. that they initiated**.

Staff Assistance

Patrons should be able to operate computers with a minimum of library staff assistance. If extensive assistance is required, an appointment should be made in advance. Note: Basic computer and Internet courses are offered periodically by library staff.

<u>INTERNET USE POLICY</u>

In addition to the above General Computer Use policies and the BCPL policy on Internet Access, the Mifflin Community Library Board of Directors has adopted the following Internet Use restrictions specific to MCL:

Downloading

Patrons may **not** download large files unless permission is granted by a library staff person. For permanent storage, patrons should download to flash drives ($5.00) purchased at the library circulation desk, to patron-owned disks or flash drives scanned for viruses by library staff, or to cloud-drive accounts.

Filters on Adult Computers

It is the policy of Mifflin Community Library to restrict all access to sites that are pornographic, obscene or harmful to minors or to those categorized as copyright infringement, computer hacking, online chat, or instant messenger; game websites are permitted on the adult stand-up computers <u>only</u>.

Current computer configuration makes it impossible to disable library filters on a routine basis. Patrons who need access to a site not in one of the categories above which is being blocked by the filters should see the library director about the possibility of a workaround.

Internet Use by Persons under age 18

Persons under age 18 are permitted to use <u>only</u> computers in the children's area or teen area when available (unless special permission is granted by library staff). **Children 10 years of age and younger must be accompanied by a parent or legal guardian (or library staff person if available).**

Wi-Fi Usage in the Library

Mifflin Community Library provides wireless access to allow patrons to access the Internet from their personal wireless-ready devices. Wi-Fi access is filtered to restrict sites that are pornographic, obscene or harmful to minors. Library staff may not disable the filter on patron-owned laptops or other wireless access devices. Library staff will not be able to assist patrons having difficulty accessing the Internet via Wi-Fi and will not troubleshoot computers that are not library-owned.

Policy was reviewed and approved on January 26, 2022 by the Mifflin Community Library Board of Directors.