



Computer Resources and Acceptable Internet Usage Policy

Shelby County Public Library

Approved: October 2, 2018

Revised: April 30, 2024

Policy Statement

The Shelby County Public Library (SCPL) upholds the rights of our community members to read, seek information, and speak freely as guaranteed by the First Amendment regardless of format. The library utilizes filtering software that best complies with the Children's Internet Protection Act (CIPA) while providing library patrons with the broadest possible access to constitutionally protected speech and information.

SCPL provides computer and internet access to all Evergreen Indiana cardholders as well as all patrons that utilize library facilities. This policy applies to any access of the library's network, whether from library computers, personal laptops, smartphones, tablets, or other devices. The library reserves the right to modify procedures listed in this policy for the safety of staff and patrons due to unforeseen circumstances (i.e. public health crisis, natural disaster).

Limitation of Access

- Computers in Youth Services are available for library patrons under the age of 19. Anyone under the age of 11 must have a parent or guardian present to use the library computers.
- Gaming and Sound Room computers are limited to ages 11-19 only.
- Computers located in the Genealogy and History Department are for genealogy purposes only.
- Evergreen Catalog computers and tablets may only be used to search for library materials.
- The Legal Kiosk located in the CEW Computer Lab is for legal forms and information only. Library staff cannot provide legal advice to patrons.
- Staff computers are for library staff only.

SCPL holds the right to limit or deny access at any time.

Library patrons with fines attributed to their account totaling \$50.00 or more will have their computer privileges revoked until the account is brought back into good standing.

Library patrons must use their own library card or guest pass only. Using another patron's card is not permitted.

Guest passes are available to anyone with a valid photo ID. Patrons may be asked to acquire a library or Computer Use card for future visits.



Patrons that are in need and experiencing homelessness may be issued a Computer Use library card for use in the CEW Computer Lab. The library shall assume sponsorship of these patrons.

Patrons are allotted 60 minutes per day to use the library's computers in the CEW Computer Lab. Additional time may be granted by library staff upon request, dependent on availability.

The CEW Computer Lab equipment will shut down automatically 15 minutes prior to closing each day. The Gaming and Sound Rooms will close 30 minutes prior to closing.

Computers may be unavailable due to library trainings, programs, or maintenance. Notices will be posted prior to the event in these instances.

Acceptable Conduct

No food or drinks are allowed near computer workstations nor in the Gaming and Sound Rooms.

Library patrons are responsible for all printing fees. Forms printed from the Legal Kiosk are free of charge.

Patrons are responsible for signing out of all personal accounts and removing any personal documents from library computers. Although the library does implement software and security features to remove information from the computers to the best of our ability, library patrons cannot rely solely on this for their privacy.

In order to ensure a positive experience for everyone, the library requires all users, including staff, to:

- Abide by all local, state, and federal laws, rules, and regulations. These include, but are not limited to, copyright laws, privacy laws, laws related to the unauthorized access or tampering with computer systems or networks, and the CIPA.
- Accessing, viewing, or printing pornographic materials or content that by contemporary standards would be considered obscene **is FORBIDDEN**.
- Respect the rights and privacy of others. Harassment, cyberbullying, libeling, or slandering are prohibited.
- Respect the library's computer equipment. Library patrons are not permitted to download, upload, or install any software or games to the library computers without Administrator approval. Patrons are not permitted to attempt to access system files of any library computer or printer. Altering or damaging any electronic equipment is prohibited.
- Respect the security of the network. Patrons are not permitted to mount an attack, hack, attempt to hack, scan, packet flood, spoof, or perform security assessments against any library owned workstation, server, router, switch, patron computer, or outside source via the library's network, wired or wireless.



- Utilize personal headphones or earbuds for programs requiring sound. Volume must be kept at a respectful level.
- Set cell phones to a respectful volume while using the computer. If a patron must make a phone call, they may be asked to step away from the computer if it is disruptive to others.
- Use a removable disk drive or cloud storage to store all personal files while using public computers.

Youth Gaming and Sound Room Computers

- Gaming computers are to be used for programming and entertainment purposes only.
- The Sound Room computer is to be used for sound and video recording only.
- Gaming and Sound Room computers are available for patrons age 11-19 only. Adults and younger minors are prohibited.
- The Sound Room may only have 1-2 patrons at any given time.
- Sound Room projects cannot be saved to the computer; saved items will be erased. Patrons are required to save projects externally. Patrons are responsible for procuring rights for any copywritten material.
- Patrons are allotted 2 hours of usage per day. Patrons must sign in at the Youth desk prior to entry and sign out upon leaving.
- All equipment must be kept in the Gaming and Sound Rooms.
- Respectful volume and language must be maintained at all times.
- Patrons are required to wipe down keyboards, mice, and headphones with antibacterial wipes and log out of all accounts before ending their session.
- Staff may require room reservations if demand is too high or if a project requires significant time.

Wireless Network Access

SCPL offers free wireless access to all patrons on any of our campuses. Patrons utilizing the library's wireless network are expected to follow the same rules and guidelines for usage of a public computer terminal. Patrons found to be in violation of any of these rules or guidelines will have access to the wireless network disabled.

Patrons may plug their laptops, tablets, or phones into the library's power outlets as long as it does not pose a hazard to others. Patrons are not allowed to unplug library equipment to accommodate their power needs, nor are they allowed to plug into the library's network jacks. The library assumes no responsibility for electronic devices left unattended.

Wireless printing is available in the CEW Computer Lab and Morristown Branch via the Princh mobile app or Princh website.



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PUBLIC LIBRARY**

WWW.MYSHELBYLIBRARY.ORG

57 W. Broadway St.
Shelbyville, IN 46176

127 E. Main St.
Morristown, IN 46161

The library reserves the right to block or limit the bandwidth of any user device deemed to be creating disruptive or malicious network traffic.

Use of the wireless network in Youth Services is limited to minors or adults accompanied by minors.

Wireless access should not be considered secure. SCPL is not liable for the consequences of wireless network use in any way, including the transmission of computer viruses, loss of data, or any harm resulting from the use of an unsecured network.

Disclaimer

All library policies apply in the Computer Lab as well as the Gaming and Sound Room. Library Staff reserves the right to terminate your session for violation of any policy. Additional disciplinary action may be taken by the Library Director and law enforcement authorities may be summoned if necessary.

The library will help protect the privacy and interest of all library patrons and staff by attempting to minimize the unintentional viewing of potentially offensive content to the extent that is feasible but cannot guarantee all inappropriate content will be filtered, nor does the library endorse that all sources on the internet are accurate, complete, or current. Parents or guardians of minors must accept responsibility for their children's use of the internet through the library networks. The library also encourages parents and guardians to tell their children about the importance of protecting themselves online.

SCPL staff makes every effort to keep the computer workstations and printers updated and in good working condition. However, SCPL is not responsible for equipment failures and network outages which result in lost data and uncompleted work. The library is not responsible for any personal information transmitted by computer users over library networks, including passwords and other personal identifiers.

SCPL assumes no responsibility for any damages, direct or indirect, arising from use of any of its networks or public computer stations. All library patrons utilizing a library computer or accessing the internet over the library's network infrastructure, wired or wireless, must agree that they have read and understood this policy.