WARREN COUNTY – VICKSBURG PUBLIC LIBRARY PUBLIC COMPUTER & INTERNET ACCEPTABLE USE POLICY

GENERAL INFORMATION

Access to public computers/Internet is available to all patrons with valid library cards and clear accounts. The Library will provide a copy of this policy at the Reference Desk.

The Library is not responsible for the accuracy, validity, or suitability of materials accessed by the patron. Users should be warned that some material available on the internet may contain material that is illegal, inaccurate, defamatory, and potentially offensive and/or disturbing to some people.

WCVPL uses EnvisionWare, a print- and time-management software program, to monitor documents sent to the print queue and computer use sessions. EnvisionWare shuts down the public computers 10 minutes before the library closes.

NOTE: If other patrons are waiting to use the computers, you will be allowed one hour of computer use. Envisionware will notify you when your session is about to expire. The maximum time limit for computer usage is set to three hours per business day per patron. Library Staff cannot alter the program to give you more time when other patrons have computer reservations or in the event a patron has maxed out his/her daily maximum. Patrons may not sign on to a computer using another patron's account. Staff will note violations on the patron's account.

INAPPROPRIATE NETWORK USAGE

The Library computer system has an Internet filter to block access to inappropriate material. However, some inappropriate content may slip past the filter. Patrons must remember they are using computers in a public setting and should be aware that other patrons may view inappropriate material displayed on the screen. If a patron unintentionally accesses inappropriate material, he/she must exit the page/file/program immediately. The Library will revoke public computer privileges of those patrons who continue to access inappropriate material.

Adult patrons may request access to certain blocked sites based on Library staff's approval. Library staff will not disable the filter for patrons under 18 years of age.

It is not acceptable to use the Library computer workstations for any purposes which violate federal, state, or local laws. Unacceptable purposes include, but are not limited to the following:

- Harassing, libeling, or slandering others.
- Destruction of or damage to equipment, software, or data belonging to the Library or other users.
- Unauthorized copying of copyright-protected materials.
- Violation of computer security systems, other users' privacy, software license agreements, or network usage policies and agreements.
- Using the computing facilities in an irresponsible or disruptive manner.

PUBLIC COMPUTER ACCESS FOR MINORS

The Library permits children to use the public computers. While the Library has filters in place to block inappropriate material, it is the parents'/legal guardian's responsibility to monitor what material their children access. Children may use the computers according to the following:

- Parents/legal guardians must accompany patrons under the age of 14 during the entire length of the child's session.
- Library staff will halt a computer session for any child under 14 left unattended.
- The Library staff will not disable the filter for patrons under 18.

PUBLIC COMPUTER USE FOR PATRONS WITHOUT LIBRARY CARDS

Public computers are available to patrons without library cards following the general computer use/Internet policies (see **General Information**). The patron must present a photo ID, sign the sign-in sheet at the Reference Desk and obtain a guest pass. The first hour is free. After which, the cost for use is $1.00 per 60 minutes with a maximum use of 180 minutes.

PERSONAL DISCS, JUMP DRIVES OR SOFTWARE

Personal computer discs and jump drives may be used on the Library Internet workstations. No personal software will be permitted to be loaded onto the computers, to avoid introduction of viruses. Computer disks and jump drives will be automatically scanned for viruses when these drives are accessed. Patrons may use their own headphones, but computer volume must be muted if headphones are not in use.

COPIES

Patrons will be charged $.20 per page for all copies made during their computer sessions and are responsible for ALL copies they print. Patrons must pay at the Reference Desk before receiving their documents.

LIMITATION OF LIABILITY

I have read and understand the Warren County – Vicksburg Public Library Public Computer & Internet Acceptable Use Policy and agree to abide by its guidelines; I understand that violation of these guidelines may result in temporary/permanent loss of computer privileges. I also agree to waive any claims against the Warren County – Vicksburg Public Library which arise or may arise about messages, materials, or graphics which I might encounter while using the computer system or accessing the Internet. I further acknowledge and agree that the Warren County – Vicksburg Public Library has no liability for loss or damage to the user's data or for any damage or injury arising from the invasion of privacy in my computer accounts, programs, and files.

Approved by the Library Board of Trustees 7/27/97; revised: 5/26/98, 11/28/2000; 5/28/2002; 5/27/2003; 7/26/2007; 9/25/2007; 9/22/2015, 11/24/15; 6/26/18