

Williamsburg Public Library Computer and Internet Policy

The Williamsburg Public Library provides public access to computers and to the Internet in order to augment the community's educational and informational resources for Library visitors of all ages.

Library users of the Internet should be aware of the following:

- **Internet-** The Internet is an unregulated global information resource. The library cannot guarantee the accuracy and/or authenticity of information discovered through this resource. Patrons who find information or subject matter that is erroneous, out-of-date, illegal, offensive, and/or controversial should contact the original producer or distributor of that work directly.
- **Internet Service-** The library provides high-speed Internet access but cannot guarantee uninterrupted service.
- **Internet Responsibility** -The Williamsburg Public Library does not monitor and has no control over the information accessed through the Internet and cannot be held responsible for the content.
- **Internet Access** -The library upholds and affirms the right of each individual to have access to constitutionally protected material. At the same time, the library is a shared public space, and Library staff may ask a computer user to move to a different computer station if the text and/or graphics displayed on the computer screen are construed by Library staff as offensive to the general public. Library staff may ask a user to leave the computer station if the staff member observes behavior in conflict with this policy or the library's conduct policy. While respecting individual users' right to privacy, the Library staff may monitor the use of computer workstations to ensure compliance with this policy.
- **Wireless Access-**The library also provides Internet access through an unsecured wireless network. Any information accessed or transmitted has the possibility of being intercepted by others without the users' knowledge. There is also a possibility that data stored locally on a user's device could be accessed by others if not properly secured. The library does not assume any responsibility for the safety of personal devices or the data on it. Virus and security protection are the sole responsibility of the wireless user.
- **Internet Limitations for Minor children** - Only parents and legal guardians have the right -- and the responsibility -- to monitor their own minor children's access to Library resources, including the Internet. Library staff assumes that those under the age of 18 have parental permission to use library resources, including the Internet, unless notified otherwise by the parent/guardian.

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- **Computer/device damage** - The library accepts no responsibility for damage to users' computers or other devices or for the loss of any data that may occur from the use of the Library's computers or Internet service.
- **Computer assistance** - Library staff members generally do not assist patrons with their computers or computer configurations.
- **Lack of Internet confidentiality** - The Williamsburg Public Library cannot guarantee confidentiality over the Internet. Patrons entering personal information (credit card numbers, social security numbers, etc.) do so at their own risk. The library's wireless network is open and not secure.
- **Copyrights** - The Williamsburg Public Library complies with the United States Copyright Law and all other federal, state, and local laws relating to the use of the Internet and other electronic media.
- **Costs incurred to the Library** - Users may not incur any costs to the Williamsburg Public Library through access to fee-for-service information providers, shopping online or any other Internet use.
- **Saving personal data** - The library's technology equipment is for public use, and patrons should log off any personal online accounts after using Library technology and save any work created during the session to a personal device or account.
- **Extended use**- Arrangements for extended use for proctored exams or job searching/resume work may also be made.
- **Limited Liability** - Due to liability, the staff does not repair personal computers or devices. Nor does the staff check personal systems for viruses, malware or other damages to the computer or device.
- **Loss of Access** – Using the Library's internet connection in an illegal manner or deemed destructive or disruptive by the library staff may result in loss of access. Enforcement of this policy will follow the Library's Conduct Policy and established disciplinary procedures.

Procedures for Public Computer Stations:

- Stations are available on a walk-in basis

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- A one-hour time limit may be enforced in order to provide access to as many users as possible. Length of computer sessions shall be at the discretion of the Library Director, and gaming .
- Patrons are required to provide their own earbuds or headphones, which must be used if the computer's speakers are turned on.
- Young children with limited computer skills must be accompanied by an adult.
- No more than two people may use a computer station at once, except for adults with small children.
- Patrons are expected to be knowledgeable in basic computer operations. Library staff may assist with individualized instruction only as time permits.
- A patron may use peripheral devices (i.e. mp3 player, camera, flash drive).
- Patrons may not download any software or modify software or settings on library computers.
- Patrons who use the library copier will be charged 10 cents per copy for black and white, whether the patron uses the library's paper or their own, and 50 cents per copy for color, whether the patron uses the library's paper or their own. Patrons will be charged for what they print and will be responsible for checking their printing settings before printing.

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