Thomas Crane Public Library
Computer and Internet Use Policy

Policy Statement
The Thomas Crane Public Library provides free public computer and internet access in pursuit of its mission to satisfy curiosity, stimulate imagination, and connect people of all ages. The Library upholds the right of users to seek information and speak freely, regardless of format or technology, while also maintaining a comfortable and welcoming environment.

Disclaimers
The internet is a global system of interconnected computer networks that facilitates the exchange of information and data services around the world. The Library cannot guarantee the accuracy or completeness of information on the internet, and users should carefully evaluate the information they find when using this resource.

Although the Library makes every effort to protect user privacy, users must be aware that their privacy is not guaranteed while using library computers. The Library assumes no liability for direct, indirect or consequential damages related to the use of the library's computer equipment or network; including loss of data, privacy, or damage to users' own devices.

Library computers are filtered to block access to pornography, obscenity and materials deemed harmful to juveniles. It should be understood that no system is foolproof and filtering software may not block all material users might find offensive.

Those who use the library's computers and/or internet access do so at their own risk and assume full liability for their actions. The Library does not monitor computer or internet use except to ensure compliance with this policy.

Guidelines
- Users must follow all of the library's policies, guidelines and procedures when using public computers or personal devices within the library.
- Usage must be completed in a quiet, responsible and courteous way.
- Users must respect the privacy of other patrons.
- Headphones must be used when listening to audio content, and volume must be low enough so that others cannot hear it.
- Users must refrain from viewing material that is inappropriate for a public area or that creates a hostile environment for other users or Library staff, including violent, pornographic, or sexually explicit images. Display of material that may be deemed obscene and/or unlawful under federal or state law is not permitted under any circumstances.

Public Computer Use
- All computers are available on a first come, first served basis only and may not be reserved in advance.
- Users are required to adhere to any posted use or time limitations.
- Library computers do not retain information between sessions, and all data and search history is wiped after ending a computer session.
- Users are encouraged to save their files to the Cloud or to a user-owned storage device to avoid any loss of work.
- Computers designated for children are for the exclusive use of children up to grade 7 and their accompanying caregivers, and computers designated for teens are for the exclusive use of young adults between grades 8 and 12.
- The user, or the parent or guardian of a minor, is responsible for their computer session at all times.
- All public access computers will be turned off 15 minutes before the library closes. Users must be ready to end their computer session at that time.

Printing
Printing is available at all branches, and from most public access computers.

- Black & white, and color printing and copying is available at a per-page fee.
- Wireless printing is available using the Library's wireless internet service and is subject to the Library's printing fees.
- Users may also transfer files from a Cloud or external storage device to a public access computer for printing.

Internet Access
It is not acceptable to use the Library's internet access for any purpose which violates federal or state laws, or any City or Library policy. Examples of unacceptable use in violation of this policy include, but are not limited to:

- Attempting to add, modify or delete software or data on the Library computers and/or network; damage equipment; or degrade system performance.
- Attempting to gain unauthorized access to local or remote computers or networks.
- Compromising the privacy of individuals; or disclosing, using or disseminating personal identity information about minors.
- Violating copyright law or software license agreements.
- Viewing obscenity or child pornography.
- Engaging in any activity which is threatening, harassing or defamatory.

User Privileges
Library staff are authorized to terminate any user's session or revoke a user's computer privileges if a user fails to comply with this Policy or any other Library Policy. Illegal acts involving Library resources may be subject to prosecution by local, state or federal authorities.

A revocation of privileges may be reviewed upon written request to the Library Director.

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Adopted by Vote of the Library Board of Trustees, September 12, 2005
Amended April 14, 2008; Amended June 8, 2015; Amended June 13, 2016
Amended April 2024