



Computing Resource Policy

1. When signing on for their first session on the Library's public access computers, users need to read and accept the Computing Resource Policy.
2. Persons 17 years of age and under are mandated under Michigan State Law, Public Act 212 of 200, to use a restricted (i.e., filtered) computer unless accompanied by their parent or guardian.
3. Adults, age 18 and over, select for themselves either restricted or not restricted access.
4. The Library utilizes public access computer software that assigns computers to users based on availability and enforces time limits. Requests for a specific computer will be considered but cannot be guaranteed.
5. Patrons can use either a computer with a one (1) hour time limit or a twenty (20) minute express workstation. At the end of a session the user will have the option of requesting more time in twenty (20) minute increments up to one (1) hour if the user's computer is not reserved for another patron. If additional time is required, then the patron will need to make another reservation.
6. Users may have unlimited computer access when the demand for workstations is low. However, during high volume usage times computer access may be limited to the allowable time.
7. The software automatically deletes data on the computer at the end of a session. If users need to save files or information that should be done on their own storage devices or email accounts.
8. Only one user is permitted per computer with the following exceptions: a). a minor accompanied by a parent/guardian; and 2). to accommodate persons with a disability.
9. The CD-ROM computers in the Children's Room are intended for use by children age 12 and under.
10. Library staff will provide assistance to computer users to the extent that time and customer demands allow. Patrons will be directed to Library-sponsored technology workshops and other training such as the One-on-One sessions to meet these needs.
11. Parents or guardians, not the Library or its staff, are responsible for their child's use of library computers.
12. A printer is available. Printing charges are 10 cents (\$.10) per page for black and white and 50 cents (\$.50) for color copies.

13. The Library cannot guarantee a user's confidentiality or privacy in their online transactions.
14. Information transmitted via email, chat, blogs or social networking sites are not secure against interception and may be monitored by a third party.
15. The Library is not responsible for damage to any user's personal equipment.
16. Violations of the Computer Access Policy will be handled as follows:
 - a). Initial Violation
 - (1). User will be asked to cease the violation with a verbal warning or an on-screen message that reads "It has been reported that you are viewing material that is in violation of the Library's Computer Resource Policy. You will be logged off in 30 seconds. Further violation will result in the loss of computer resource privileges for the day."
 - (2). Non-compliance with the request will result in the termination of the user's access to computing resources for the day and/or the user's access to the Library may be suspended.
 - b). Subsequent Violations –
 - (1). If infractions continue, the Director or Director's authorized designee may further limit or revoke the patron's computer and/or Library privileges.
 - (2). The period of the limitation or revocation will be in writing specifying the nature of the violation(s).
 - c). Violations Affecting Safety and Security -
 - (1). The Library has the right to call the police and terminate the user's Library computing resources or other Library privileges without complying with the procedure outlined above.
 - (2). Illegal acts will be prosecuted to the full extent of the law.
17. If it comes to the attention of the East Lansing Public Library that the library's computers are being used for illegal or criminal activity of any kind, the Library will report to and cooperate with law enforcement officials. See the Computer Resource Policy under Acceptable use, 5.
18. Staff may make exceptions to these procedures as reasonably necessary to accommodate persons with a disability.

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East Lansing Public Library Board of Trustees