

## **COMPUTER AND INTERNET POLICY**

Sims Library provides computers for the public to use as a community service. However, most of the computers are reserved for people who have a Sims Library card. You must have a Sims Library card for full access to the computers and the electronic databases. You must bring your card to the Library in order to use the computers.

Any violation of this or any Sims Library policy can result in loss of computer and/or Library access and privileges.

### **COMPUTER AVAILABILITY**

The Library computers are used on a first come, first serve basis. Computers may not be reserved in advance. If all computers are being used, the staff will enforce a one-hour time limit on the full-access computers.

### **PRINTOUTS**

Computer printouts cost 25¢ per page for black and white prints and 50¢ per page for color prints. Patrons must pay for all printouts, including pages they do not want. WiFi printing is available.

### **DISKS, DRIVES, AND OTHER DEVICES**

Computer users may use flash drives/thumb drives, CDs, MP3 players, cameras and other devices. All user-provided devices and Internet files will be scanned for viruses. Patrons use their own equipment or storage media at their own risk. The Library does not provide any support for patron's equipment that is connected to the Library's computers and does not assume any liability for those devices' functionality, contents or serviceability.

### **PATRONS MAY NOT BRING THEIR OWN SOFTWARE TO USE OR INSTALL ON THE LIBRARY'S COMPUTERS.**

### **GUIDELINES FOR ACCESS AND USE**

It is unacceptable to use the Library's computer system and Internet resources for any of the following:

1. For any purposes which violate applicable U.S. or state laws or is inappropriate or unethical in accordance with acceptable community standards
2. Downloading or printing files and other resources obtained via the Internet in violation of applicable copyright laws and licensing agreements.
3. Downloading software, executable files, databases, and similar "live" technology to Library computer and network disk drives.
4. Disruption of or interference with other Library computer users.

5. Use of Library system resources to falsely represent yourself or the Library, or for personal financial use or commercial gains.
6. Zero tolerance for pornographic, sexually explicit, or similarly offensive and/or obscene materials on the Library's premises. This includes displaying any content that is offensive to anyone. First offense is a six-month computer access ban. Second offenses result in a permanent, nonnegotiable computer access ban.

### **AGE LIMIT**

Computers in the Larkin Library may be used by patrons ages 18 and up. Younger children, ages 0-12 must use the computers in the Children's Room (Buckner Room). Teenagers aged 13-17 must have a library card to use the available computers in the Teen Lair. Parents assume responsibility for their children's Internet use. Sims Library does not have the right or responsibility to act in *loco parentis*.

### **DAMAGE TO THE COMPUTERS**

Patrons may not damage any computer equipment, software or data belonging to the Library. Patrons who do so will be denied future access to the computers and may be charged a fee for repairs. Illegal acts may also be subject to prosecution by local, State or Federal authorities.

### **INTERNET RELIABILITY**

The Internet provides a vast array of information, commentary, and research tools for Library users. However, the Library does not guarantee the accuracy of any Internet sources. At times, the Library's Internet connection may not be available. The Library will make every effort to restore Internet access for patrons as soon as possible.

### **PATRON DATA ON COMPUTERS**

Computers at Sims library do not save data beyond the patron's session. After each computer session all material saved to the device is cleared and removed. It is recommended that patrons save their materials on a flash drive or their own personal cloud service such as google drive.

The library and staff are not responsible for lost data if a session times out or a patron forgets to save their materials.

### **AVAILABLE DATABASES**

The databases provide information on many subjects from magazines, newspapers, encyclopedias, and other reliable and accurate sources that are not freely available on the Internet. All computer users who have a Sims Library card and no outstanding fines may ask the librarian for to access various free databases. Some of these online databases are accessible outside the Library through the Internet.

## **COMPUTER ASSISTANCE**

Library staff may assist patrons with basic computer questions. However, the staff cannot spend more than a few minutes with each patron addressing computer or software questions.

**SIMS LIBRARY RESERVES THE RIGHT TO TERMINATE NETWORK  
CONNECTIONS FOR USERS WHO VIOLATE THESE GUIDELINES AND TO  
PROHIBIT VIOLATORS FROM FUTURE ACCESS TO OR USE OF THE LIBRARY'S  
COMPUTER SERVICES, AND TO REVOKE ALL PRIVILEGES.**

**BY USING COMPUTERS OR INTERNET AT SIMS LIBRARY I AM  
ACKNOWLEDGING AND AGREEING TO FOLLOW ALL SIMS LIBRARY  
COMPUTER AND INTERNET POLICIES.**

Original: 2011

Revised: 2017, 2021, 2023, 2024, 2025

Approved by the Library Board of Trustees