

Hellertown Area Library Association

Computer and Internet Use Policy

Purpose: The Computer and Internet Use Policy of the Hellertown Area Library outlines the rules for you to use the public computers. The policy also describes the library's use of a content filter on all computers connected to the Internet to comply with all federal and state laws, and to keep our library space safe for everyone. This policy supports Hellertown Area Library's mission to inspire lifelong learning, enrichment, and connection for our community.

Scope of Policy: The policy applies to all who use the Hellertown Area Library's public computers.

Policy: The Hellertown Area Library provides information to help the patrons access the resources needed, and to keep the library safe for everyone. The library encourages patrons to use the resources available for the pursuit of lifelong learning, enrichment, and connection.

Library User Requirements for the Internet-Connected Computers:

To use the public computers at Hellertown Area Library, patrons need to have a library card that is up to date with a fine or fee balance \$10.00 or lower.

- If a person does not have a library card and live in the community the library serves, the person may get one at the circulation desk or use a guest pass.
- If a person lives outside the library's service community, the person can use a guest pass at the information desk to use the computers.
- Children under the age of twelve must be accompanied by a parent/guardian to use the Internet. Library staff are not responsible for children's computer usage or information accessed on the internet. Parents/guardians are responsible for monitoring their children's usage and behavior.
- The Hellertown Area Library uses a content filter on public computers to:
 - Comply with the [Children's Internet Protection Act \(CIPA\)](#) to be eligible to receive federal funding or discounts through the Library Services and Technology Act, Title III of the Elementary and Secondary Education Act, and the Universal Service discount program (E-rate), and
 - Comply with [Pennsylvania's Child Internet Protection Act, Act of Nov. 30, 2004, P.L. 1556, No. 197 Cl. 35.](#)

However, no filtering software is perfect and may result in a degree of both "underblocking" (i.e. permitting access to certain materials and "overblocking" (i.e. denying access to certain materials)

- Patrons shall comply with all federal, state, and local laws including but not limited to:
 - Library patrons may not use the library's Internet access to view, print, distribute, display, send or receive obscene images, or graphics of material that violates laws relating to child pornography.
 - Library patrons must adhere to all copyright laws and may not copy or distribute materials (e.g. with the use of file sharing software) without the permission of the owner. Patrons who do so may be subject to criminal and civil liability.

- Users should be aware that the use of public computers and the internet are not private or secure mediums, and that third parties may be able to obtain information regarding the user's activities. Users should also be aware that library staff may monitor use of the computers for the limited purpose of ensuring compliance with this Policy, and hereby consent to such monitoring. The library is not responsible for any loss or liability that may occur as a result of the disclosure of financial or other personal information over the library's computers and/or Wi-Fi.
- The user is responsible for logging out of all applications and the removal of all personal information at the end of every computer and/or internet session.
- Users should report any computer problems to Library staff and must not attempt maintenance on Library computers, including unplugging, disconnecting, running updates, powering on, powering off, and/or detaching and PC hardware or components.
- At times, the computers and internet may be unavailable due to training, workshops, maintenance, or outages.
- No information may be saved to the library's computers. Personal storage media must be used. The library is not responsible for damage to personal storage media while using the library's workstations. The library is not responsible for data that may be lost due to power outages, equipment failure, viruses, or malware. Users may not download or run software not installed by the library.
- The user will assume any and all liability for the cost of the repair or replacement in the event of loss due to theft, damage, negligence or misuse of library equipment.
- If a website you need is blocked incorrectly or should be blocked because it is harmful or illegal for minors, ask staff for assistance and a form for to complete for incorrect website block.
- If you notice illegal or inappropriate use of the library's computers and/or internet, please ask staff for assistance.
- Library staff are available to assist with computer and internet needs to the best of their ability. Please be aware that staff are not trained IT professionals and that staff availability is limited. Library staff may not answer questions of a financial, legal, or medical nature. Staff may not fill out online forms or make online purchases for users.
- Library staff has the right to end any computer sessions that disrupt library services or break library rules.
- Black and white printing and color printing is available for a fee. The user is responsible for paying for all printing.
- The computer area closes 15 minutes prior to the library closing time.
- No food or beverages are permitted in the computer areas.
- To ensure a positive environment for all users, users listening to audio must use headphones. Please refrain from audible cell phone use while using the computers.
- The library reserves the right to terminate a computer/internet session and suspend library privileges of anyone who violates the library's computer use policies without notice.

Approved by HAL Board March 28, 2023