

## Computer and Internet Use Policy

To keep our technology safe, welcoming and equitable, users of library technology are required to abide by the following guidelines for use. This applies to all library technology, including internet connections (both networked connections and Wi-Fi), and devices such as hot-spots, computers, printers, projectors, etc. Not adhering to these guidelines may result in a loss of access to library technology.

### Guidelines for Use:

- You must log on to a computer with your library card and PIN. Patrons visiting or who do not have a Culpeper County Library card may request a Guest Pass to use the library computers. (Does not apply to the AWE computers in Youth Services).
- You must use your own library card when logging on to the library computer. Using a card belonging to another person will result in the loss of computer privileges.
- A parent or guardian's signature is required for anyone under the age of eighteen (18).
- Children under the age of eight (8) must be accompanied by a parent or guardian.
- No more than two (2) people may use the same Internet computer at the same time.
- You may use up to two (2) hours of time by logging on to the self-serve computers with both your library barcode number and a PIN (personal identification number) that you have chosen for your library account. Before your two (2) hours run out, you may request more time at the Information Services Desk if no one is waiting for a computer.

### Disclaimer, Prohibitions, Limitations, and other Information related to Use:

- **DISCLAIMER** - The Culpeper County Library does not control the information available on the Internet and is not responsible for its content.
- The library filters access to the Internet in compliance with Virginia Code § 42.1-36.1. Filtering software products may not protect users from materials that some may find offensive or inappropriate.
- Materials considered harmful to juveniles are prohibited from being accessed by juveniles as defined in Virginia Code § 42.1-36.1.
- Virginia law prohibits the display of obscene material or sexually explicit material in public places. As these computer monitors are visible to all library patrons, we request your assistance in assuring compliance with state law.
- For any content on a computer screen that the library, in its sole discretion, subject to constitutional limitations, and in consideration of the best interests of the public, determines to be an unacceptable purpose, a staff member may request the patron using the computer to cease viewing the site.
- Patrons listening to audio or watching videos are required to use headphones unless they are in a reserved conference or study room.
- Altering, removing, adding, or damaging configurations, software, or hardware on library technology is not permitted.

- The library assumes no liability for any damage to user data, user equipment, or loss of user privacy sustained while using library technology, including the library's Wi-Fi.
- Troubleshooting issues with library computers, printers, or other technology will be assessed and resolved by staff, and not by library patrons.
- Staff will aid patrons with questions about library-installed software as time and knowledge permit.
- Staff are not available to provide extensive tutoring in the use of library-installed software or extensive assistance in the creation of documents such as letters, resumes, or online employment forms.
- Misuse of library technology will result in losing Internet privileges and/or use of library equipment.

### **Unacceptable Use of Library Technology**

Any person making unauthorized use of computers in violation of laws including (but not limited to) Virginia Code § 42.1-36.1, the Privacy Protection Act of 1974, the Computer Fraud and Abuse Act of 1986, the Computer Virus Eradication Act of 1989, Interstate Transportation of Stolen Property, the Virginia Computers Crime Act, and the Electronic Communication Privacy Act, may be prosecuted.

Intentional disregard of these prohibited uses, including but not limited to the following prohibited uses, may result in loss of computer privileges.

- Unauthorized copying of copyright-protected materials in any format.
- Transmitting spam, junk mail, or attempting to acquire sensitive information by posing as a trustworthy entity (i.e., phishing).
- Transmitting, receiving, or viewing threatening, obscene, or harassing materials, or materials that the law defines as obscene.
- Transmitting computer viruses.
- Unauthorized access to local or remote computer systems, including hacking, or other activities that compromise the privacy of others.

I have read and understand the policy for accessing the Internet or using the computers at the Culpeper County Library. I know that I am responsible for my actions and for any loss or damage to the equipment that may occur during my use of said equipment.

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Patron Barcode

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Print Name

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Print Name

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Signature

Date

Parent/Legal Guardians Signature  
(for users under 18)

Date