

Computer and Internet Usage Policy

The South St. Landry Community Library currently has fifteen (15) computers workstations available for public use. The nine (9) computers in the Children's Wing room are for general use, with all of them having access to the Internet. Six (6) additional computers, located in the Adult Wing (adult use only), are designated for word processing and Internet access. Three (3) AWE Early Learning and After School Edge Computers have been set up in the Children's room and Reference room for internet free computer use/entertainment; Special educational and entertainment programs have been installed. Computers located behind the Circulation Desk are strictly for staff use.

To insure orderly and fair use of computer contained in our library, the Board of Directors has adopted computer and internet usage policies. Patrons who refuse to adhere to these policies shall have their library privileges revoked.

Use of any of the public access computers is open to any patron. However, in compliance with the statutory mandates set forth in La. R.S. 14:91.2 no sex offender shall be physically present on public library property during peak hours of children's use of the library.

Children below the age of six must be accompanied by a responsible adult (parent/guardian) who must remain at the workstation with the child at all times. We reserve the right to ask for proof of age.

Use of Public Access Computers

- In compliance with the Children's Internet Protection Act ("CIPA), the library utilizes a filtering system that blocks children's access to obscene or otherwise harmful content from the internet.
- In compliance with the statutory mandates set forth in La. R.S. 14:91.2 no sex offender/13 shall use any public access computer that are in close proximity to a children's area of a library or that is not clearly visible from the library's circulation desk.
- No sex offender/13 shall utilize the library wireless access in any area that is not clearly visible from the library's circulation desk.
- No sex offender shall be physically present on public library property during peak hours of children's use of the library.
- The library staff is available to assist patrons with basic computer use or internet access. Users must have basic computer skills, including the ability to use a mouse and to access menu items.
- All patrons are required to sign the computer log located near the Circulation Desk. Children using workstations are required to present their library cards to the staff member at the circulation desk. Adult patrons using public computers must present a current, pictured state-issued ID or Driver's License when signing in.

In order to provide maximum access to computers, between 10:00 am – 2:00 pm adult patrons are allowed multiple use of the computers. After 3:00 pm (when children are out of school) usage depends upon availability.

- All public access computers are available on first-come, first-served basis to users with a “Good Status.” However, any patron with a late materials and/or large fines will be denied use of computers until the status has been updated to “Good.”
- Patrons cannot save documents to the hard drives of the computer workstations. Flash drives are periodically available for purchase at the circulation desk. The drives are \$5.00 each. Patrons may use personal flash drives to save work. The Library is not responsible for damage to a patron’s disposable drive, or for any loss of data, damage, or liability that may occur from the patron’s use of the Library’s computers or from malfunctioning library hardware or software.
- Each of the library’s computers is intended to be used by a single individual only. However, in the case of pre-school and kindergarten children, the parent or guardian is required to accompany the child at all times. When disruptions occur because of inappropriate behavior, the staff may ask individuals to leave the computer station.
- Users are expected to have knowledge of the computer and programs. Manuals for some of the programs are available at the Circulation Desk and on-line help is also available. Unfortunately, the library cannot provide individualized instruction in all programs. Help is available whenever possible. The staff will refill paper trays, clear paper jams/misfeeds, replace toner or printer cartridges. However, they cannot spend extended periods of time assisting computer users.
- Users may not attach other hardware (laptops, CD-ROM drives, printers, etc.) to the library’s computers or install their own software. Flash drives are allowed for storage purposes.

Printing Options

- The public access computers all share a laser printer located at the circulation desk. The library charges .10 cents per page for black and white printouts from all printers as well as copies from the copier.

Internet Usage

The library provides workstations for free public access to the Internet as an informational, educational, and recreational resource. The Internet contains much information, not all of which is accurate or factual. The library is not responsible for the availability or accuracy of information obtained from the Internet. The library expects that all use of electronic information resource such as the Internet will be responsible and ethical, consistent with the purpose for which these resources are provided and consistent with community standards for decency. Our users must agree to:

- Use resources for educational, informational and recreational purposes only, not for unauthorized, illegal, unethical, or indecent purposes. Our Internet computers are in public view, usually with children present. Out of respect for the children and other patrons sending, receiving, or displaying text or

graphics which may be reasonably construed by library staff as offensive to the public will not be permitted.

- Respect the privacy of others by not misrepresenting oneself as another user; by not attempting to modify or gain access to files, passwords, or data belonging to others; by not seeking unauthorized access to any computer system, or damaging/altering software components of any network or database.
- Further respect the privacy of others using public access workstations at the library by not hovering nearby or otherwise distracting the user.
- not make unauthorized changes to the setup or configuration of the software or hardware.
- not use the library's e-mail address for personal use. Patrons with e-mail accounts through free programs such as Hotmail or Yahoo, etc., may use our facilities to send or retrieve mail at the public access workstations.
- not hold the library responsible for internet use by children. It is the responsibility of the user (or parent, guardian or caregiver) to determine what is appropriate. The library assumes that children coming unattended to the library have parental permission to use its facilities, including the Internet. Parents should carefully read this policy and indicate with written notice to the staff, if their child (children) should be in their use of the internet. The library staff has implemented a safeguard by placing small color-coded stickers on the back of each user's card. The symbols below will indicate the user's status:
 - Green Computer – Children with parental permission to use the computers without adult supervision (6 to 18 years old) and are currently enrolled in elementary to high school.
 - Red Computer – Children without parental permission to use the computers without adult supervision (6 to 18 years old) and currently in elementary to high school.
 - Blue/Globe sticker – Adults (18 years old and up) and not currently enrolled in high school.

It is not possible for library staff to control all information children and young adults may view on the Internet. Just as librarians do not vouch for or endorse the viewpoints of written material in their collections, they do not do so for electronic information. Selection policies, which serve to govern a library's purchase of written materials, may not apply to material access electronically.