Computer and Internet Use Policy

The Aledo Public Library ("Library") supports the community's cultural, educational, informational, and recreational interests by providing materials in a wide range of formats, including free basic access to information via the Internet and public computers.

Expectations and Responsibilities for Use

Patrons are expected to use Library computers and networks in a responsible and courteous manner. To protect the safety and equitable access of Library resources, the Library may impose restrictions on patrons, such as time limits or blocks on the use of external drives.

Parents are responsible for monitoring the Internet activity of their children. Children under age eleven (11) must be accompanied by a parent or guardian at the computer.

The Internet is a largely unregulated and rapidly changing medium with multiple authors. It is impossible to guarantee that data on the Internet is accurate or complete, and staff encourage patrons to consider the source and try to verify information in reputable databases, websites, or library resources.

The Library cannot block access to material on the Internet that patrons may find offensive. Many sites carry sexually explicit and other types of information, which may be controversial or inappropriate. It is the obligation of patrons to monitor the information accessed on public computers.

Public library networks are neither private nor secure. Patrons are encouraged to use caution when accessing or disclosing financial or personal information online.

Patrons are responsible for fully deleting any confidential documents saved on public computers.

The Library is not responsible for any direct, indirect, or consequential damage, loss, or liability related to using the Library's public computers or networks or information obtained online. Patrons assume all responsibility for risks of interacting with technology and the Internet, including but not limited to damage to personal equipment; access to inaccurate, misleading, offensive, controversial, or illegal content; and theft or fraud involving disclosure of financial or personal information over the Library's public computer services.

Rules Governing Use

By using a public computer workstation, wireless network, photocopier, or other Library equipment, each patron agrees to the following rules and regulations, and those already outlined above.

1. Users shall assume the full responsibility of learning to use the computers and software on their own.

2. Each user agrees to take proper care of all hardware, software, documentation, and equipment that is the property of the Library. At no time will a user change or delete computer settings and programs. When there is any fault with any equipment or materials, the user will immediately report any difficulty or problem to a Library staff member.

3. Users agree not to use these resources in a manner that violates any federal, state, or local law or regulation, including but not limited to those governing copyright and licensing protections, obscenity, gambling, theft, fraud, privacy, and harassment.

4. Users agree not to install software programs or download illegal content on the Library computers. Users may only use the software applications provided by the Library.

5. Users agree not to save software or data on the Library's equipment. Patrons are responsible for providing their own storage medium for saving.

6. Users must respect the privacy of others by not misrepresenting themselves as another user and not attempting to modify or gain access to files, passwords, or data belonging to others.

7. Users agree to pay for all printed materials.

8. Users agree to be responsible for any hardware and/or software damage as well as Internet costs related to their actions.

Library staff reserve the right to conduct computer checks if it is suspected that the computer user is in violation of the policies outlined above. Misuse or abuse of computer or Internet access may result in suspension or permanent loss of computer usage and Internet access privileges.

Technology Assistance

Library staff will provide brief, basic assistance with computer hardware, software, and online resources provided by the Library. Staff are not subject matter experts and may not be able to help with patron's in-depth technology requests. If a request for assistance takes more than five minutes, staff may elect to schedule a 1-on-1 appointment or direct the patron to external learning resources.

Although Library staff may provide guidance on the use of hardware, software, and online resources, patrons are ultimately responsible for any damage, loss, or liability that may result from their use of technology.

Library staff assisting with computers and networks also take no responsibility for the content patrons access or create using that technology. For example, staff may help identify a required form field that has not been completed or demonstrate how to toggle a radio button, but staff cannot and should not assist with determining the appropriate response to a question.