



ADMINISTRATIVE POLICY

SECTION: Library		POLICY: LIB-2	
TITLE: Public Use of Library Technology		ORDER #: 23-019	
DEPT: Library			
ADOPTED: 12/14/2022	REVIEWED: TBD	REVISED: TBD	

1. PURPOSE/OBJECTIVE:

1.1 Public use of library technology is an essential service of the Tillamook County Library. The use of technology at the library allows people in the county to meet basic life needs, access lifelong learning resources, and enjoy art and entertainment. The library's policy guides the appropriate use of library technology and protects the library from the actions of library users.

2. APPLICABILITY:

2.1 This policy applies for all people on library premises or while using library resources. Library premises are defined as any Tillamook County owned property that is used for library purposes, all building spaces in which library services are delivered, and the library bookmobile and the immediate exterior space around the library bookmobile. Library services include, but are not limited to programs, telephonic, and virtual services. It applies to all technological systems maintained by and used in the library.

3. VIOLATIONS:

3.1 People in violation of this policy will be subject to the rules and sanctions outlined in the library code of conduct (LIB-1).

4. POLICY:

4.1 Key Guidelines for Use

4.1.1 Library technology cannot be used for any illegal activities (including illegal peer-to-peer file sharing); producing or transmitting any threatening, obscene, or harassing materials or computer viruses; accessing pornographic websites; attempting to circumvent filters; taking any action which could violate the privacy of another individual; or damaging or disrupting library equipment, software, or data transmission.

4.1.2 The library cannot be held responsible for the use of library technology for commercial purposes.

4.1.3 The use of library technology may be monitored by staff to ensure compliance with library policies. Appropriate steps will be taken to prevent misuse or abuse of

SUBJECT: Public Use of Library Technology LIB-2

library computers and internet services. Repeated or serious violators risk losing library privileges and will be held financially liable for any physical damage caused.

4.1.4 As with other library materials, restriction, and supervision of a child's access to library computers and the internet is the responsibility of the parent or legal guardian.

4.1.5 By choosing to use these free services, patrons agree to abide by all applicable library policies. Failure to read or understand rules does not excuse a user for disobeying them.

4.2 Internet Access

4.2.1 The library reserves the right to limit bandwidth on a per connection basis on the network, as necessary, to ensure network reliability and fair sharing of network resources for all users.

4.2.2 Wireless connectivity is not guaranteed at all locations within library facilities.

4.2.3 Users may not extend or modify the network in any way. This includes adding access points or installing bridges, switches, hubs, or repeaters. The library reserves the right to remove or disable any unauthorized points of access.

4.2.4 The library assumes no responsibility for the safety of equipment, data, or personal information when connecting to the library's network.

4.2.5 Free one hour day passes are available for visitors without library cards by request at the service desk.

4.2.6 Tillamook County Library reserves the right to set time limits for daily use based on availability and demand at each Branch. Computers automatically log-off 15 minutes before closing time.

4.2.7 Users may not download or install any software or programs not already pre-installed by staff on library computers.

4.2.8 Users bear sole responsibility for any data loss or damage to personal devices used on library equipment. It is the user's responsibility to secure any personal data during use and delete it from library devices when finished.

4.2.9 The library may not be able to provide lengthy one-on-one computer, software, or internet training outside of scheduled classes or appointments.

4.3 Library Wi-Fi Hotspot

4.3.1 The library circulates Wi-Fi hotspots to support community access to the Internet. These items may be checked out for one week and cannot be renewed.

4.3.2 Hotspots may not be checked out by the same patron returning the item within the same day to allow other members of the community the opportunity to check them out.

4.3.3 Library users will be billed \$100 for overdue hotspots. The bill will be removed upon return of the hotspot.

4.3.4 Library users are expected to use hotspots in compliance with the Public Use of Library Technology Policy