PUBLIC COMPUTER AND INTERNET POLICY

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Revised 12/7/23

PUBLIC COMPUTER POLICY

The Charles County Public Library provides computer workstations for public use. Computers are provided to meet the educational, personal, recreational and professional needs of library customers.

PUBLIC COMPUTERS ACCEPTABLE USE PROCEDURES

All customers are expected to abide by the following procedures and rules for computer use in the library. Please remember that certain computers are designated for meeting room reservations and catalog searches only.

WHO MAY USE THE LIBRARY COMPUTERS?

Anyone may use the library computers for internet access or other purposes regardless of whether they have a library card or have any outstanding library bills.

TIME LIMITS

1. Computer use is on a first come, first served walk-in basis.
2. Sign-in entitles customers to ONE HOUR of computer use.
3. At the end of the initial hour, the customer may extend their time in 30 minute renewal intervals.
4. Customers may not be able to extend their session time if others are waiting to use a computer when there are no available computers.

PROPER USE OF EQUIPMENT AND SOFTWARE

1. Customers may temporarily store information to the hard drive. Please be aware that information stored will be visible to others. All information will be erased at the end of each computer session, but no level of safety and security should be assumed.
2. Some Software Programs are copyright-protected and may not be downloaded.
3. Customers are responsible for damage to or loss of hardware and software due to negligence. Replacement costs will apply in cases of loss or damage to hardware and/or software. Parents are responsible for damages caused by children under the age of 18.
4. The library is not responsible for loss of personal files or personal information resulting from use of computers.
5. Use storage media at your own risk
6. Customers who want sound, must use headphones.

PRINTING

1. Printing is available using a mobile device. (See Mobile Printing Instructions at the end of this policy). You can also send print jobs remotely through the library's website and arrange to pick up your print job at the branch. See https://www.ccplonline.org/remote-printing/ for details.
2. The library charges for print and copy jobs. The current fees are available at Charles County Public Library branches and on the library's website.

INTERNET POLICY

1. Customers need to be responsible and considerate or will be asked to leave.
2. The Internet can provide valuable resources, but information on the Internet is not warranted to be accurate, authoritative, or factual.
3. The Library has no control over and is not responsible for the content of any remote sites.
4. Users must be aware that images or text on their computer screens can be offensive to other Library customers and Library staff and may not be appropriate for viewing in a public and open environment. **Remote software may be used at any time to aid in monitoring acceptable use. Staff will close any offensive website and/or end your session.**
5. The entire responsibility for identifying, evaluating, and avoiding offensive Internet sites rests with the customer or with parents of children using the Internet.
6. Parents concerned about Internet use by their children need to instruct their children on what they consider appropriate use of the Internet. Librarians can help locate materials to assist parents and children in learning about safe Internet use.
7. The Library network for both public and staff is CIPA (Children's Internet Protection Act) filtered.
8. Library computers may not be used for illegal activities or for other activities such as harassment, distribution of unsolicited advertising, introduction of computer viruses or attempting to make unauthorized entry (hacking) into other computers.
9. Computers will be turned off without notice during severe weather conditions or as needed.
10. Computers will be assigned randomly.
11. Customers will be responsible for navigating websites and software. Staff assistance is limited.
12. First priority for computers in the children's area shall be given to children. Adults may be reassigned to a computer in the adult area.

Instructions for Mobile Printing Service @ CCPL

1. Send an email with an attachment* to print@printbyxerox.com.
2. First time user? Check your email for a User ID and password.
3. From the Printer screen, press the @PrintByXerox button. Press the "Login" button, then enter your e-mail address and press "Enter"
4. On the "Enter password" screen, enter your password and press "Enter".
5. Your Document List will appear. Select the files you want to print by checking the box. Press "Print Options" towards the right to review your choices, and make any desired changes.
6. Press "OK" at the top right, then press "Print" at the bottom left. A green check mark appears
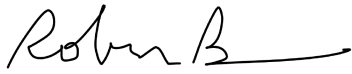
when the document(s) begin to print.**

7. Press the "Job Status" button to the left of the screen. Press the "Active Jobs" tab, select job(s) on screen, then insert coins/bills.
8. 7. Press "Print." Success!

*The attachment should contain a supported file type (Adobe, Microsoft Office, and Image files).

**It will take a couple minutes for larger documents to print in completion.

COMPUTERS ARE PROVIDED AS A PUBLIC SERVICE. ABUSE OF COMPUTERS OR PROCEDURES WILL LEAD TO THE DENIAL OF THEIR USE BY THE LIBRARY STAFF AT THE TIME OF THE INFRACTION. THOSE WHO FAIL TO FOLLOW LIBRARY RULES MAY BE ASKED TO LEAVE.

Signature of Board Member _____ Date 12/21/2023_____