LIMITATION OF USE

Shelby County Public Library provides computer access to all Evergreen cardholders.
Patrons may use the Computer Lab located in the Carnegie East Wing.
Computers in the Youth Services Department are restricted to children under the age of 18 and/or patrons with children under the age of 18 present in the youth area. If a person over the age of 18 is on a computer in the Youth Services Department and he/she does not have a child under the age of 18 with them they must move to the Computer Lab located in the Carnegie East Wing.
Computers located in our Genealogy Department are for genealogy purposes only.
Staff computers are only for use by library staff and/or volunteers.

If a patron has fines and/or fees on their account equaling $10.00 or more computer privileges will be denied until the account is brought into good standing.

Shelby County Public Library reserves the right to limit access.

Patrons must have their library card with them during their visit to use our computers. Patrons may only use their own card. Library Staff reserves the right to ask for ID or other information to verify the identity of the cardholder at any time.

Shelbyville Branch: Patrons under the age of 14 must have a parent and/or guardian present at all times to use the library's computers.

Morristown Branch: Patrons using computers must sign this document before using the library's computer. Children 16 and under must have a parent/guardian signature.

TIME LIMITS

Patrons are allotted 60 minutes per day to use the library's computers. Additional time may be added by the patron twice if enough computers are available and time permits. The computers will allow 2 extensions, 30 minutes each. Any time needed beyond that point may be granted for school work and/or employment purposes per staff discretion. All computers and printers will shut down 15 minutes prior to closing each day.

ISSUING A GUEST PASS

Guest passes are issued to Shelby County resident ONE TIME during a calendar year with a valid photo ID; after that it is necessary to acquire a library card for further computer usage.

Non-Residents and/or visitors may acquire a guest pass by presenting a valid photo ID.

GENERAL RULES OF CONDUCT

No food and/or drinks are allowed at the computer workstations.

Patrons are expected to pay for all pages they may print. Library Staff will assist patrons in printing upon request. Staff must be notified to release the patron's prints before they will be sent to the copier.

Personal headphones are required if a patron would like to use sound. Use of external speakers is not permitted unless using the Children's gaming computers in Youth Services or for library programs. All sound must be kept at a reasonable volume, regardless of headphone use.

Patrons are not permitted to download/upload/install any software or programs onto the computers. If it is necessary to run a specific website, the Computer Services Department Head will be notified to assist you.

Patrons are asked to step out into the hallway for all phone calls. In the instance that they need to speak on the phone while working on the computer patrons are asked to get Staff approval and maintain a minimal volume. All personal electronic devices must be set to silent/vibrate while at the computer.

All **Library** and **Child Behavior Policies** apply in the Computer Lab and Carnegie East Wing. Library Staff reserves the right to terminate your session and/or ask you to leave if you are being disruptive and/or violating any library policy. Additional discipline will be made by the Library Director if the instance warrants more than a 24-hour suspension.

Wireless Usage

Shelby County Public Library provides Wi-Fi for all patrons with wireless enabled laptops, notebooks, or other mobile devices. Wireless access is available to all patrons.

The library does not currently offer wireless printing but we do have a **Remote Printing Policy:**

Remote Printing Policy

- Patrons can forward their emails to a generic gmail.com (Setup by Computer Services)
- Staff can log in and print the email contents for the patron.
- Staff will then immediately delete the email in front of the patron so that no confidential patron information is ever stored long-term. This is to prevent patrons from sending emails to the staff's email accounts.

Any use of the library's network, wired or wireless, must be in accordance with the Computer Use Policy. Failure to do so will result in suspension of wireless usage at the library.

The library's wireless network is not secure. It is strongly recommended that patrons do not use the wireless connection for transactions involving banking, investments, or sensitive personal data. Shelby County Public Library is not liable for the consequences of wireless network use in any way, including the transmission of computer viruses, loss of data, or any harm resulting from the use of an unsecured network.

Personal Laptop Usage

Patrons using their own personal devices as well as the library's laptops are still required to follow the library's **Computer Use Policy**.

Patrons downloading or updating their personal devices may be asked to stop or delay their progress if it is found that doing so has hindered the library's connection speed.

Device Usage

E-Readers may be hooked up to the library's computers located in the Carnegie East Wing for purposes of using library resources such as OverDrive/Libby per staff approval. Phones and tablets may be hooked up for the purpose of updating software per staff approval.

Library Catalog Usage

The Library Catalog computers may only be used to access the Evergreen Catalog. All other uses are prohibited.

Internet Usage

All patrons agree to follow guidelines and policies for use. Failure to do so will result in suspension of computer privileges. Individuals using their personal laptops or mobile devices are required to follow this policy as well.

UNACCEPTABLE USES OF THE SHELBY COUNTY PUBLIC LIBRARY COMPUTER RESOURCES AND SERVICES INCLUDE:

- Use for any purpose which violates applicable Federal, State, and/or Local laws.
- Viewing of any material considered to be pornographic and/or obscene.
- Interference with and/or disruption of other patrons, computer services, or equipment.
- Attempting to gain or gaining unauthorized entry to other computing information.
- No downloading of illegal data while connected to our computers or wifi.
- Any malicious, threatening, harassing, or obscene behavior.
- Violation of any Library Policy.

All library computers are filtered to block access to material that may be obscene, pornographic, illegal, or otherwise harmful to/or inappropriate for minors. While the Shelby County Public Library attempts through filtering software to prevent access to inappropriate material, it is technically impossible to prevent access to all objectionable resources. Parents and/or guardians of minor children are expected to assume responsibility for the minor's use of materials.

The Shelby County Public Library assumes no responsibility for damages, direct or indirect, which arise from the use of the Internet or any other computer programs. All patrons are expected to logout of all websites before ending their session.

The library is obligated to comply with Federal law regarding the use of computer resources and the prevention of exposure to certain explicit images and material. Staff members will inform patrons to refrain from viewing such material.

Any person who refuses to comply with these policies and/or guidelines will be asked to leave the computer station. After 2 such instances of this type, computer privileges will be suspended for the patron.

LIMITATION OF LIABILTY

The patron acknowledges that he/she has read and understands the Shelby County Public Library Computer Use Policy. The patron acknowledges and agrees that the library assumes no liability for any loss or damage to the user's data or any damage or injury from invasion of privacy in the user's computer accounts, programs, or files.

_____   _____
                (Print Name)   (Date)

_____
                (Signature)

_____   _____
          (Parent/Guardian Signature)   (Date)
                  *If applicable

_____   _____
          (Library Staff Signature)   (Date)
                  *If applicable