The North Olympic Library System (NOLS) makes available for public use a wide array of computers, networks, computer peripherals, and other devices. The purpose of this policy is to outline the ways in which the public are expected to use these resources and the limitations placed on public use. This policy is intended to complement Policies 4.5: Internet Policy, and 5.13: Computer Security, and will be implemented in conjunction with these and other applicable library policies.

1. **Computer Resources.** At each library location NOLS makes available public computer resources, including: catalog computers, internet computers, express internet computers, full service computer workstations, wi-fi networks, and mobile computing devices. Other specialized computer equipment, such as digital microfilm reader/printers, ADA adaptive workstations, and scanners) are available at the Main Library.

    To utilize a public computer a customer must enter a valid library card number and password. Visitors who do not have a NOLS library card may request an Internet guest pass. Guest passes are intended for visitors needing one time access to NOLS computers; repeat users who are eligible for a NOLS library card will be strongly encouraged to register. Library visitors may also use express Internet stations, which do not require log-in, on a first-come-first-served basis.

    The Library utilizes a computerized system to manage reservations for public computer sessions. Users may sign up for a one hour session; if other public computers are available at the end of a user's session, the session may be extended.   Generally speaking no daily time limit is placed on public computer use, subject to availability criteria. The Library reserves the right to impose additional time limitations when demand or other circumstances warrant. Reservations are held for five (5) minutes, after which the reserved computer becomes available for use by others. Public computers will automatically log off five (5) minutes prior to library closing.

2. **Conditions governing public computer use.** Users of library computers must comply with the terms of this policy and all other applicable NOLS policies, including but not limited to, Policies 4.1: Basic Rule of Conduct; 4.5: Internet Policy; 5.13: Computer Security.

    The following conditions of use, as defined in this and other policies, must be observed:

    - Workstations are set up for use by one or two people. For the safety and comfort of all patrons, no more than two individuals may sit together at a public computer.

    - Adult customers may be excluded from using computer workstations located in youth areas.

The following activities are specifically identified as not permissible:

- Removing privacy screens. Privacy screens are provided to protect both computer users and other library customers.

- Viewing material that violates federal, state of local laws or regulations, including those regarding accessing, viewing, printing and distributing obscenity or child pornography;

- Hacking into the library computer system or any other computer system;

- Mishandling, damaging or attempting to damage computer equipment or software and/or tampering with computer settings;

- Interfering with system operations, integrity or security;

- Attempting to gain, or gaining access to another person's files or password;

- Displaying or printing materials that violate NOLS policy HR 4.1 regarding sexual harassment;

- Engaging in any activity that is deliberately offensive or creates an intimidating or hostile environment;

- Violating copyright laws and software licensing agreements or the policies of individual websites;

- Failing to pay for printing;

- Failing to sign up for an Internet computer; logging in with an unauthorized library card;

- Failing to comply with time limits;

- Refusing or ignoring a library staff request to give up a computer.

Users failing to abide by any of the above conditions of use will be subject to the consequences described in Policy 4.1: Basic Rule of Conduct.

3. **Limitations on Library liability.** NOLS cannot guarantee the performance or reliability of the Library's public computers or the software on them, and is not responsible for damage to media or loss or corruption of data that might occur while utilizing library computers or wireless networks. NOLS is not responsible for damage/corruption to personal/mobile devices used in the Library. NOLS staff cannot assist customers in managing or utilizing their personally owned devices, except for providing direction in how to interface such devices with the Library's electronic resources (such as downloadable services). Staff and volunteer docents are available to assist customers in making public computer reservations, logging on, and assisting with hardware and printing issues. Subject to time availability, staff may be able to provide brief basic orientation to the software available on public computers or to use of specialized Library equipment and software, but are not able to provide detailed computer use instruction or assistance with personal projects. Staff will assist patrons in locating workshops or other resources that will aid them in accomplishing their projects.

4. **Privacy.** The Library is committed to safeguarding access to patron records (see Policy 5.1: Confidentiality of Patron Information), and takes a variety of measures to protect customer privacy on library computers. Privacy screens are installed on all Internet computers. These screens

cannot completely prevent other library users from intentional or unintentional viewing of other individual's computer screens. Public computers are set to delete cached history and information after each session concludes, but users should be aware that computers left logged in will remain viewable until the session times out. Information saved to public folders on library computers will be deleted when the session ends. To retain information it must be saved to a removable storage device prior to conclusion of the session. Customers are advised to exercise caution in viewing private information in a public setting, utilizing unsecured wi-fi networks, or leaving computers logged in and unattended.

5. **Printing.** Network printing is provided for library computers. In some locations wireless printing may also be provided for those using personal mobile devices. Printing is directed to a network printer. Patrons must pay for prints before claiming their print jobs from the print release station. Printing costs are established by Policy 4.2: Fees and Charges. There is no charge for prints made from public catalog workstations.