

# Welcome to Allegany County Library's Public Web Access

## Computer Acceptable Use Policy

To maximize availability and to ensure fair access to all, please follow these rules and policies. Violation of these rules may result in loss of web access privileges.

To accept these policies scroll to the bottom.

### User Responsibilities:

- ✚ Users should be aware that the accuracy, completeness, and currency of Internet sites vary widely.
- ✚ Users are cautioned that the Internet is not always secure and the privacy of credit card purchases and other communications is not assured.
- ✚ Users are responsible for compliance with all copyright notices and restrictions attached to web content, and with all state and federal laws.
- ✚ As with other library materials, restriction of a child's access to the Internet is the responsibility of the parent/legal guardian.
- ✚ While the library makes every effort to provide stable and effective Internet access for its customers, the Internet is an electronic medium with inter-dependent links and is subject to disruptions beyond the library's control.
- ✚ The library assumes no responsibility for the content found on Internet sites other than those created by the library system.

### Types of Access:

- ✚ Full web access computers are available in all branches of the Allegany County Library System.
- ✚ The Allegany County Library System subscribes to software to block access to objectionable material. Please be aware that no filtering software is 100% effective and the best filter is active parental participation.
- ✚ In accordance with the Children's Internet Protection Act (CIPA), library staff can disable the filtering software upon request for adult patrons (age 17 and over) using designated computers for bona fide research or other lawful purpose.
- ✚ Viewing of pages that display graphic sexual content is inappropriate for a public and open environment and is prohibited. Staff will intervene when they observe such behavior or if it is brought to their attention.
- ✚ Allegany County Library System (ACLS) does not permit access to chat rooms or chat lines.

#### Use of Equipment:

- ✚ The library's web access equipment is to be used for educational and informational purposes. As with all library resources, the web access computers must be shared and used in a manner which respects the rights of others.
- ✚ The web access computer equipment and software must be used as installed. Users should not attempt to reconfigure these stations, load new software, or run their own software or applications from floppy or CD drives.
- ✚ Adults are prohibited from using the children's computer(s) unless assisting a child.

#### Assistance:

- ✚ Staff may provide limited assistance for basic startup and connection to the Library website, which provides links to online tutorials with instructions for getting started on the web, a guide to Internet search engines and directories, and subject links selected by the staff.
- ✚ Information about evaluating Internet sites and about child safety on the Internet is available in handouts and on the library website.

#### Time Limits:

- ✚ Computer users must have a valid library card to use a computer. Blocks on a patron's record or library card as a result of excess overdue fees or an expired patron record must be rectified before computer use. "Out-of-town" visitors may apply for a temporary visitor's card.
- ✚ Use of a library computer is limited to two hours per day at the Frostburg Library and one hour per day at all other locations.
- ✚ All library computers will logoff 15 minutes prior to closing.

#### Printing:

- ✚ Printing must be completed within the time of the user's session.
- ✚ Printing from web computers costs \$0.15 per page. Payment for printing must be applied to the computer user's library card prior to printing. Payment can be made at the circulation desk, or by using the Automatic Payment Machines (APMs) where available.
- ✚ All printouts from the web computers can be picked up at the circulation desk.

#### Downloading:

- ✚ All files must be saved to removable media (floppy diskette, CD or e-

mailed to an off site address). Users are not permitted to store or save files to the hard drive.

- ✚ Removable media may be purchased at the Circulation Desk.
- ✚ The library does run virus check software but cannot be responsible for damages caused by computer viruses.

The Allegany County Library System affirms the right of each individual to have access to constitutionally protected material. It further recognizes that the Internet can enable citizens to access information from around the globe, and therefore has made a commitment to provide free Internet access to all Allegany County citizens.

The Internet enables the library to provide resources not available from within its own collections. While the Internet can offer material beneficial to individuals of all ages, it also provides access to material that may be controversial or illegal.

The library assumes responsibility only for the information provided on its website. The library's links to the Internet are annotated gateways to useful information. However, reference from its web page by the library to any product, service or information does not constitute endorsement or recommendation.

Because the Internet contains an enormous variety of rapidly changing material and opinions, the Library cannot monitor or control Internet sites.

Internet use will be managed in a manner consistent with the library's Rules of Conduct. Librarians will monitor use of the service and failure to use the web computers appropriately and responsibly may result in the revocation of Internet use privileges, the loss of library privileges, and/or criminal prosecution.

Comments or questions related to this policy may be addressed by sending an email to [jtaube@allconet.org](mailto:jtaube@allconet.org), calling us at 301.777.1200, or by letter to the following postal address:

**Allegany County Library System, 31 Washington Street, Cumberland, MD  
21502**

**Allegany County Library Board of Trustees**

**Allegheny County Library System**

**Computer Use Policy**

**<http://home.alleganycountylibrary.info/acceptance.htm>**

**February 2000**

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