Dryden Public Library Board   POLICY

SECTION: OPERATIONAL		NO: OP-21
TITLE: Public Computer Use		Date: May 2022
		Next Review Date: May 2026

1.0 Policy Statement

The Dryden Public Library sees access to technology as a core service to meet the needs of the community. This policy outlines our commitments to providing computer hardware, software and related equipment to the public, and the guidelines for their use.

2.0 Provision of Service

2.1 The Dryden Public Library provides access to public computers.

2.2 Library staff will help users as they are able. Members of the public can contact the Library to book a one-on-one session for extra help.

2.3 Public computers will have office software that allows users to create, edit and save personal documents.

2.4 Public computers will have access to the internet. See *OP-11 Internet Use Policy* for guidelines on using the internet.

2.5 We have a workstation with accessible software and hardware.

2.6 We will maintain up-to-date software, as we are able and our budget allows.

2.7 Patrons must respect the privacy of others, but privacy is not guaranteed. Public computers are in public areas and may be seen by others.

2.8 Once given permission, Children using public computers must follow the same rules as all other users.

2.9 We have no public computers specifically for children.

2.10   We can set time limits on the public computers. Staff can change time limits as necessary.

3.0 Guidelines for Use

3.1 Users must treat our computers with respect and care.

3.2 Users must follow *OP-06 Patron Code of Conduct* and *OP-11 Public Internet Use Policy* at all times.

3.3 Users must follow all staff rules for time limits.

        3.3.1   Users are limited to sixty (60) minutes of computer time per day, which may be split into two (2) sessions.

3.4 Users cannot alter, tamper with or damage our computer equipment, network, or software.

3.5 Users must obey the law when using Library computers. Use of public computers for illegal, actionable or criminal purposes, or to seek access to unauthorized areas is prohibited. Infringement of copyright and other intellectual property rights is not allowed.

3.6 Users should not save files on the public computers. Users must provide their own storage device.

3.7 Users may not install any software or change any software installed on public computers. .

3.8 Staff will enforce this policy.

4.0 Consequences of Misuse of Library Computers

4.1 Misuse of the Library's computers, or not following this policy, may result in consequences up to and including being barred from the Library for a period of time, and/or a report to the police.

4.2 If our computers are damaged or stolen, the Library will call the police and/or the user may need to pay to replace the computer.

Related Documents:

Dryden Public Library, *OP-06 Patron Code of Conduct*
Dryden Public Library, *OP-11 Public Internet Use Policy*

History			
Approval Date:	May 2022	**Approved by:**	M Benson
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