

Alhambra Civic Center Library Public Computer and Internet Use Policy

Who May Use:

Use of the public access computers at the Alhambra Civic Center Library is for Alhambra Library patrons. Those who do not qualify for an Alhambra Library card may be allowed limited guest privileges (see following)

A valid Alhambra library card is required and must be presented in order to use public access computers. This requirement includes adults and children.

Use of another person's library card for computer use is not allowed.

A physical card must present at the time the request is made to use a computer. Staff will not look up a name to verify a valid card.

Library fines and fees must be \$5.00 or less in order to use or reserve a public access computer.

Children must have a library card in order to reserve or access a public computer. A parent's or guardian's library card may not be used to access or reserve a computer on behalf of their children. Children age 12 and under must have a parent's or legal guardian's permission to use computers with Internet access. Parents and guardians can complete a permission form and turn it into the check out desk to activate parental permission on the child's library card.

Those who do not qualify for an Alhambra Library card may request a one-time guest card. Issuance of guest privileges will be at the discretion of library staff. A valid form of picture ID with an address must be presented for a guest card.

Computer Locations and Use:

Adult Areas: Computers in the Adult areas on the first and second floor are designated for users age 13 or older. Those under age 18 may not use computers on the second floor designated for the temporary unfiltering option

Teen Area: Computers in the Teen Area are reserved for users age 13-17. Adults and children may not use computers in this area.

Children's Area: Computers in the Children's Area are reserved for users age 12 and younger. Adults and teens may not use computers in this area.

Time and Use Limits:

Usage is first come, first serve, but reservations for a future time are available if all computers are in use.

All users have a maximum of 2 hours of computer use per day. Computer sessions are limited to 60 minutes each, but more than one session may be used each day until the 2-hour limit for the day is reached. Unused time will expire when the library closes each day and does not carry over to following days. All printing and saving of documents must take place within these session and daily time limits. Start times, end times and total time used will be recorded by the automated computer scheduling system which will be the standard clock used for all transactions relating to the use of public computers.

During a computer session an extension for additional time may be offered for a session if there is no one waiting for a computer or there are no pending reservations. The user must acknowledge the screen prompt to extend the session, or the extension will not be granted. Extensions of time during a session will count against the daily 2 hour limit.

Designated Express computers are available for 15-minute sessions. An Alhambra Library card is required to use the Express computers. Express computers may not be reserved and no time extensions will be allowed. For longer computer use time, please use a regular computer station.

Warnings will appear on the computer screen when the end of the session is approaching. Please complete all work, including saving files and printing of documents, before the end of your session or your work will be lost.

Reservations:

Reservations may be made for the next available computer or for a time up to one-day in advance.

A valid Alhambra Library card is required to make a reservation. Your Alhambra Library card will also be required to access the reserved computer when it becomes available for your use. Library staff will not make reservations for you if you do not have your library card with you. You may not make more than one reservation for the same period of time. Telephone reservations are not accepted.

Reservations may also be made online by accessing the library's web page at: www.alhambralibrary.org. Your Alhambra library card number will be required to make the reservation.

Reserved computers will be held for up to 10 minutes after the reservation time before they are released to another user. Allow sufficient time to locate and log-on to the computer reserved for you by the designated reservation time. Missed reservations times cannot be reinstated. If you miss a reservation time you may look for an available

computer or make another reservation for another time. Repeated missed reservations may result in the loss of reservation privileges.

Printing:

Printing is available from all public computers. A valid Alhambra library card is needed to access your print jobs. Prints cost 15 cents per page for black and white; 30 cents per page for color. All print jobs that have not been retrieved by the end of the day will be deleted.

Internet Access:

Adults use the Internet at their own discretion, and the Library has no control over and is not responsible for the content on the Internet. The Alhambra Library offers filtered access on all computers, but adults age 18 or older may request that filtering be temporarily be disabled on designated computers. Library staff will not unfilter computers that are not designated for unfiltered use. Filtering software is intended to prevent access to visual materials of an obscene or sexually explicit nature that would be considered legally harmful to minors under the California Penal Code (Section 313.3). The Library cannot guarantee the effectiveness of the software in use, nor can the Library be responsible for any failure on the part of the software to block offensive or inappropriate materials. The Library is also not responsible for the inadvertent restriction of access to desirable, necessary or appropriate information that may result from use of the filtering software. With or without filtering software, children who use the Internet without parental guidance may encounter material that is beyond their maturity level or otherwise unsuitable.

Privacy and Loss of Data:

Library computers contain links to external websites and licensed databases through the Internet. The Library is not responsible for the privacy practices or security content of external sites. We recommend that you familiarize yourself with the privacy and security information for any sites you visit. Library staff will not assist users in entering personal information onto external web links such as email accounts, online purchases, educational or governmental sites, etc. The library is not responsible for any loss of personal data entered into Library computers. At the end of each session the computers will return to the original start screen for use by the next user.

Instruction:

Library staff cannot provide personal instruction for library computer use or programs. Each user must have the capability to independently use the computers and the programs they wish to access. It is also the user's responsibility to be familiar with the policies and procedures for using any web sites they access. Library staff cannot interpret individual web site policies and procedures on the user's behalf.

Audio:

The Library does not provide headphones for use with computers in the Adult and Teen areas. Computer users may use their own headphones with Library computers. The speakers integrated into the computer may not be used to listen to audio files as it would disturb others using the library.

Saving Files and Using External Devices:

Computer users may not save their data on the hard drives of the Alhambra Library computers. Users may download to their own storage devices, such as a flash/USB drive. The Library is not responsible for any damage, loss or destruction of any data or personal device (flash drives, cameras, cell phones, etc.) connected to library computers by users.

Appropriate Use of Computer resources:

All users of public computers must comply with the Library's Behavior policy and users must follow library staff's directions. **Violation of library policies, local, state and federal laws, or failure to comply with staff direction may result in suspension or permanent revocation of computer and/or library privileges.**