

## **Bellingham Public Library Guidelines for Computer Use**

The Bellingham Public Library has computers that allow users to search electronic resources including: the library catalog, subscription databases, and the Internet, as well as to create documents in a variety of formats.

There is a limit of two individuals at each computer.

Printing is available from all public computers. Black and white prints are 15 cents per page. Color printing is only available at the Central Library and costs 50 cents per page.

To ensure the equitable delivery of all library services, staff is limited in how much time can be given to detailed/in-depth computer instruction.

### **INTERNET ACCESS**

Internet access on library computers requires a Bellingham Public Library card or a Whatcom County Library card. Patrons who don't have their library card with them are asked to check with a public service staff person who can verify the library account and provide the library barcode number.

Adult visitors can request Internet access to a library computer. Visitors are asked to provide photo identification to staff to receive an Internet use pass.

The library uses Internet Reservation software to enhance self-service and ensure fairness. Patrons can make reservations for an Internet computer up to seven days in advance from the in-house Library Reservation Station or via the library website. Patrons who are ten minutes late to their reserved computer will forfeit their reservation.

Internet access is limited to sixty minutes per day per person. Patrons who abuse the sixty minute limit will be asked to leave the Internet computers immediately. Abuse of the Internet Policy and/or Guidelines for Computer Use may result in being excluded from Internet use for up to thirty days. Continued abuse can result in the termination of Internet privileges.

### **WIRELESS NETWORK ACCESS**

The Bellingham Public Library provides wireless Internet access. This service is for patrons with wireless devices that are 802.11b/g capable. This service is available during normal operating hours of the library.

The wireless network cannot be used for illegal purposes, nor shall it be used in any way that violates the library's Internet Policy or the Rules of Conduct.

The library's wireless network is not secure and use is at your own risk. Virus, security, and privacy protection are the responsibility of the user.

The library is not responsible for any damage to systems, data files, or functionality of devices resulting from connecting to the wireless network.

Staff is not available to assist with connecting to the wireless network. Patrons are responsible for configuring their own equipment. Printing is not available from the wireless network.

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These guidelines and the Internet Policy are consistent with the Library's Rules of Conduct, which have been adopted by the Library Board of Trustees and are posted in the library. Failure to use library computers appropriately and responsibly may result in revocation of Internet use privileges, library privileges and/or criminal prosecution. Users may NOT:

1. Attempt to gain access to the Internet using another patron's library barcode number.
2. Engage in any activity which is disruptive to other library users or staff, such as viewing material inappropriate in a public setting or listening to music and/or video files at a high volume.
3. Use the public computer to gain unauthorized access to the library's network or computer systems or to any other network or computer system.
4. Obstruct the work of others by consuming large amounts of system resources or by deliberately crashing the library computer system.
5. Make any attempt to damage computer equipment or software.
6. Make any attempt to alter software configurations or install any software, including but not limited to: viruses, spyware, password crackers, remote administration tools, jokes, and dialers.
7. Make any attempt to access the Internet on the catalog or database computers.
8. Violate copyright laws or software licensing agreements.
9. Violate Federal, State or local laws or regulations