

# Hutchinson Public Library

## Computer Policies

Adopted by the HPL Library Board on May 17, 2016

### What to expect:

To use a computer in the Binner Reading Room area, resident patrons need a current Hutchinson Public Library card. Staff will issue one-time guest passes to patrons on their first visit or persons who reside in other cities and are visiting. Software installed on the public access computers controls the time limits that ensure adequate access to all patrons during times of high demand. Patrons should discuss with staff what type of access they need to determine if Binner computers are appropriate or if they should use computers in the Reference department.

### Time Limits

- **Sunday through Saturday – 1 hour per day on Computers 1 – 15**
- **Sunday through Saturday – 15 minutes on the Express Station**
- **Sunday through Saturday – 30 minutes on the Scanner Station**

**Patron Privacy** - At the Hutchinson Public Library your privacy is important to us. We will not give out information over the phone about your prior attendance in the lab.

**Cell Phone Usage** – Cell phone usage is allowed in the Binner computer area. Please respect others by keeping conversations short and quiet.

**Printing** is also controlled by the software. Print jobs must be paid for and released at the Self Service Station. Please ask for assistance from staff if difficulties occur in this process. All printing costs apply whether the patron brings paper or uses library paper.

**Black & White Copies - 10¢ per page**  
**Color Copies - 50¢ per Page**

***Notice – The copyright law of the United States (Title 17, U.S. Code) governs the making of photocopies or other reproductions of copyrighted material. The person using this equipment is liable for any infringement.***

**Outside Hardware** – Patrons may connect external devices to lab computers as long as no software installation is required. Staff has the right to ask you to scan your device for viruses prior to use.

**Outside Software** – Patrons may not install software on public computers.

### Internet Use Policy

The Library staff will monitor an individual's use of any sites to ensure that material displayed on the screen is appropriate in a public environment. As all Internet workstations are in view of other patrons and staff, users are not permitted to display any visual images containing obscenity or graphic violence as identified in K.S.A. 21-6402 and K.S.A. 75-2589.

### **Types of Behavior that may result in the loss of Lab Privileges:**

1. Viewing images of a pornographic or excessively violent nature as outlined above
2. Violating United States copyright law
3. Repeatedly using excessive volume on the headphones
4. Refusal to comply with computer policies and/or cooperate with staff.
5. Failure to pay for copies.

### **Library staff will determine the severity of violations and issue restrictions in the following manner:**

- Minor – Patron is not allowed to use computers for the remainder of the day
- Intermediate – Patron is not allowed to use computers for one week
- Major – Patron is not allowed to use computers for thirty days

**Staff will call 911 and issue an immediate 30-day ban** from the library premises for anyone who threatens another person with violence or willfully damages library equipment

**Repeated acts** which violate computer policies may result in longer periods of restrictions.

**Illegal acts committed** using Library computers and/or Internet access may also subject the user to prosecution by local, state, or federal authorities

Patrons have the right to contest any restrictions to the library director.

***Disclaimer - The Hutchinson Public Library and its staff are not responsible for any incidents which may occur if a patron leaves their application windows open. It is the patron's responsibility to close out of all programs before leaving a public computer.***

***Disclaimer – The Hutchinson Public Library and its staff are not responsible for any items left in the public computer area.***