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**Policy for Patron Use of Public Computers in the Library**

The Santa Maria Public Library and its branches offer public access to the Internet in keeping with its goal to enrich the informational, recreational and educational resources of the community, subject to defined guidelines and/or limitations.

In fulfilling this mission, the Library provides free public access to the information resources of the Internet. Because the Internet is a vast, unregulated medium, the Library cannot control and is not responsible for the content or accuracy of information accessed over the Internet. As is the case with other materials in the Library's collection, any restriction of a child's access to the Internet is the responsibility of the parent(s) or legal guardian(s). When accessing the Internet, library users must comply with all Federal, State and local laws. The Library uses filtering software to block access to some Internet sites. However, because no filtering software is completely effective, the monitoring of a child's use of the Internet, like other library materials and services, is the primary responsibility of the parent/legal guardian. Filters may falsely block material that is appropriate in a public library setting or they may fail to block access to illegal or objectionable materials. Library users may request that library staff block or unblock a specific site. The Santa Maria Public Library will respond to questions and concerns regarding the filter's accuracy by communicating with the filtering software vendor towards improving its product. Users agree not to display or download any sexually explicit or obscene graphic material.

The Santa Maria Public Library is committed to providing its employees and customers with an environment free from all forms of harassment, including sexual harassment, and to prohibiting the display of obscene material, child pornography and material that is harmful to minors. The Library will make every possible effort within constitutional limitations, to prevent minors from viewing materials that could be deemed harmful.

**Policy statement:****Main Library-Supplied Public Computer Use Guidelines**

1. Computer stations are available on a first-come, first-served basis; however patron-initiated reservations (performed at reservation stations) will be accepted by the system within reasonable time limits.
2. To log-in to use the computers, a valid library card is required. Using another's library card number to reserve or use library computers is prohibited. At login, users will have 180 minutes of public use workstation time per day.

3. A free guest pass may be issued without a valid government issued identification, and whether or not one has a library card, by giving the full name.
4. The computer will provide visual alerts regarding the imminent end of your session to provide you with ample time to save your work. Please save your work on a personal storage device (i.e. USB flash drive) before the end of your session as it will be lost if it has not been saved to a personal storage device (i.e. USB flash drive). **If your session ends without your work having been saved on a personal storage device, it will be lost.**
5. Only one person at a time may use the workstation (unless it is one of the stations designated for two persons. Parents and caregivers, however, are encouraged to explore the Internet with their children by utilizing the Internet computers in the Children's Room or the appropriate two-person stations located.
6. If the computer freezes or otherwise malfunctions during use, the user is required to inform the Service Desk staff immediately, who will, if necessary, obtain technical assistance to restore its operation.
7. Computer station printing is available at a charge of 15 cents per page for black and white prints, and 50 cents per page for color. All printing will cease 15 minutes before the Library's closing.
8. Users may not use their own software on Library computers or attempt to make copies of an application's software.
9. Service Desk staff will make every effort to assist users as much as possible when time and conditions permit. However, staff cannot mentor, instruct, or coach users beyond basic skills. Users requiring more than basic Internet access and program use assistance may be directed to online "Help" and/or available print-based instruction materials.
10. Due to confidentiality of patrons' private information, staff may not view or assist the public with any sites where a login or password is required, or personal information such as social security numbers or bank account or credit card information is visible.
11. All public computer access will cease 15 minutes before the Library closing for the day.
12. Users must adhere to these guidelines as well as the Library's Rules of Conduct.
13. The Library reserves the right to revoke computer privileges and implement the exclusion process when continued use by a patron may harm Library equipment or when use is violating a law or Library rule.
14. The Library assumes NO responsibility for damage to your equipment, storage media or data

Passed and adopted by the Library Board of Trustees on November 11, 1997

PUBLIC COMPUTER USE POLICY

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