

Approved: November 2019

Computer and Internet Use Policy

As a place for both learning and entertainment, Long Beach Public Library provides access to information and media by offering public internet access including WiFi, public access computers, online research databases, productivity applications, and printing.

The Library believes that all residents of Long Beach should have access to a computer and/or the Internet when they desire or need to communicate with relatives, friends, businesses and other organizations; engage in activities related to work, job searches, education (formal and informal), and pursue hobbies and leisure time activities.

To ensure equal access, time limits are implemented on public access computers. Additional time will be permitted as computers are available. Availability is on a first-come first-serve basis.

Library cardholders are allowed a maximum of two hours per day.

- Visitors (non-cardholders) are provided a one-hour session per day via a guest pass obtained from the Adult or Youth Services reference desks.

Printing is available for \$.10 per page for black and white and \$.50 per page for color. No refunds are provided for printing or unused funds. Library cardholders and guest pass users can add funds to their library cards at the Circulation Desk or online.

Terms of Use

Patrons are urged to remember that the Long Beach Public Library is a shared environment that serves the needs of a diverse group of users, and we strive to balance the rights of users to access resources with the rights of users to work in a public environment free from harassing sounds and visuals.

In order to ensure an environment that promotes responsible and equitable use of library resources, the Library insists on the practice of cooperative computing. Patrons will:

- Respect the privacy of other users
- Abide by the Code of Conduct, Safety of Minors Policy, and all policies of Long Beach Public Library
- Refrain from using Youth Computers unless directly accompanying a child under the age of 14 who is using the computers or immediately nearby
- Respect the space of others by keeping personal items to the limit of one's own workstation
- Refrain from the use of sounds and visuals which might disrupt the ability of other library patrons to use the Library and its resources
- Use headphones for video/audio services online at a considerate volume so as not to disrupt other patrons and their use of Library resources
- Refrain from making voice calls while using the PC's, in addition to the already implemented Library policy regarding phone use
- Use only their own public library card

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- Comply with US copyright law. This means that use of the Library's computers for the transmission, dissemination, and/or duplication of information is regulated under various state and federal laws
- Avoid overuse of bandwidth capacity
- Use electronic information networks according to the strictures of Federal or State law
- Refrain from damaging, destroying or altering computer equipment, software or network
- NOT install software and hardware, or removing/detaching hardware or network cables, from any Library computer
- Refrain from creating, viewing, sharing or distributing pornography, sexually explicit graphics or otherwise offensive material which is inappropriate for an open public environment
- Use external storage devices such as flash drives or cloud services to store documents
- Accept financial responsibility for any damage they cause to library property
- Refrain from using the network to make unauthorized entry into other computational, informational, or communication services or resources
- Refrain from distributing unsolicited advertising

Violations may result in loss of access. Unlawful activities will be dealt with in an appropriate manner.

Safety, Security and Privacy

In keeping with our general philosophy and other policies, Long Beach Public Library protects a patron's right to privacy and confidentiality. The Library keeps confidential any information that resides on its computer network. The Library cannot guarantee users' privacy when using computers and the internet in the Library. Inadvertent viewing by others is possible. For security and privacy, all computer storage is regularly erased and cannot be recovered.

The Library retains the right to monitor all activity conducted on Library premises for the purpose of ensuring compliance with Library rules and regulations as well as local, state and federal laws. As part of normal system maintenance, network administrators will occasionally monitor system activity, but the Library does not reveal information about use of computer resources without a court order.

Patrons using the Internet to handle transactions of a personal nature, including banking, do so at their own risk. Long Beach Public Library takes no responsibility or liability for any patron's loss of data, including financial information, identity information, personal or social, from using the Library's electronic resources. Patrons visit websites at their own risk and are responsible for the choice of what websites they visit, legitimate or otherwise.

Access for Children and Teens

The Library recognizes the rights and responsibilities of caregivers to monitor and determine their children's access to library materials and resources including computers and internet. Caregivers are encouraged to discuss the use of the Internet in relation to family values and boundaries with their children and teens and to monitor use of the Internet.



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Youth are expected to adhere to all terms of use. If terms of use are not adhered to, computer use will be suspended until a caregiver has discussed the matter with the Head of Youth Services.

Effective December 1, 2019: Library computer and internet access is available to youth (age 15 and under) unless a caregiver “opts-out” by indicating in writing that they do not wish for their child to have access to library computers.

Opt-out forms are available online or from any Library staff member. Caregivers must complete the form and return it to any Library staff member to restrict access on child’s library card account.