



## INTERNET ACCESS PROCEDURES AND RESTRICTIONS

The Public Library of Youngstown and Mahoning County provides public access to the Internet enabling the Library to expand its reference horizons and allowing patrons to explore a broad range of informational, educational and recreational resources using the technology of the World Wide Web. Patrons should be aware that information on the Internet originates from a variety of sources and may not always be accurate, complete, current, or unbiased. Users must evaluate information from Internet sites and sources as they would information from any other medium. While there is wonderful information on the Internet, there is also material that is controversial and/or offensive. The Library is not responsible for the content of the Internet.

1. Mahoning county residents must be registered cardholders of the Public Library of Youngstown & Mahoning County and must present their personal library card in order to use an Internet workstation. Out-of-county visitors may request a Courtesy Card to access computers by showing identification with address verification.
2. Daily Internet use may be limited to 30 minutes per person at most branches and 1 hour at the Main Library Computer Center and the Austintown, Boardman, Brownlee Woods, Campbell, Poland and Struthers branches. Additional time is subject to computer availability.
3. Internet workstations are generally intended for individual use. Due to noise and space considerations, no more than 2 users may gather at an Internet workstation at one time. Library staff may require Internet users to use headphones.
4. Internet workstations are available on a walk-in/sign-up basis. Advance reservations will not be taken.
5. Users may NOT use their own software programs on an Internet workstation, nor may they download plug-ins from the Internet or play music CDs or DVDs.
6. Participation in chat groups is not always in keeping with the intended purpose of Internet use in a public library setting. Therefore the library reserves the right to limit or prohibit chat.
7. The Library does not provide e-mail accounts but does permit patrons to access any of the free web-based e-mail services.
8. An Internet workstation may NOT be used for commercial activity, including but not limited to operating a business for personal gain.
9. **Acceptable uses of an Internet workstation will be determined by library staff.**
10. Use of the Internet to engage in any activity that constitutes violation of local, state, or federal laws—including, but not limited to, criminal and copyright laws—is strictly prohibited.
11. Minors are not permitted to display, create, send or receive text or graphics that are obscene, pornographic or offensive **as determined by library staff.**
12. Internet computers are located in public areas shared by patrons of all ages, backgrounds and sensibilities; the Library expects patrons to recognize this and refrain from accessing potentially obscene or disturbing websites.
13. Users may download or print information from an Internet workstation.
  - A. Users may not save files on an Internet workstation's hard drive. Files may be saved to a floppy disk or flash drive. Diskettes and flash drives may be purchased from the Library.
  - B. Printing options may vary based on Library location. Users must pay printing costs even if they did not intend to print a document or file. Multiple copies of the same document must be made on a photocopy

machine. There is no refund or exchange of paper misused in printing documents or files. Printing must be completed within posted time limits for usage of an Internet workstation.

14. **WARNING:** Software downloaded from an Internet workstation may contain a virus. Users are advised to install virus checking software on their personal computers. The Public Library of Youngstown and Mahoning County is not responsible for damage to a patron's diskette, flash drive or computer. All users of this service agree to hold the Public Library of Youngstown and Mahoning County harmless from any claims, losses, damages, obligations or liabilities relating to the use of the library computer or the Internet.
15. Library staff can provide only limited assistance in using these computer resources. Users are expected to have basic computer skills and the ability to use a mouse. Staff cannot provide in-depth individual instruction, but may be able to offer searching suggestions and troubleshoot minor technical problems.
16. The Library reserves the right to amend "Internet Procedures and Restrictions" and other rules and regulations pertaining to computer use as needed. The user agrees to comply with any and all subsequent "Internet Procedures and Restrictions" that may be issued.
17. The Library reserves the right to end an Internet session at any time. Failure to follow the rules and regulations stated above may result in loss Library privileges and/or civil or criminal charges.

Rev. 10-1-08