

The Alhambra Civic Center Library Computer Use Policy

All users of public computers and wi-fi at the Alhambra Civic Center Library must comply with the Library's behavior policy and computer use policy, outlined below. Violation of these policies may result in suspension or loss of the privilege to use these resources. Any illegal activity involving the Library's internet resources or equipment will be subject to prosecution by the appropriate authorities. The Library reserves the right to take appropriate action to ensure compliance with this policy.

Computer Use Guidelines:

- Use of the computers is free.
- Users must have a valid library card to use the computers and/or Library wi-fi network; using someone else's library card is not permitted.
- Users must bring their physical card to use the computers and printers. Staff cannot look up library card numbers for patrons.
- Patrons listening to audio content on any computers must use headphones.
- Library staff cannot provide personal computer or software instruction or interpret individual web site policies or procedures. Patrons requiring personal instruction in the use of public computers, software, or websites should make an appointment at the 2nd floor reference desk for technology assistance.
- Users may not make any attempt to alter or damage computer equipment, networks, or software
- Users may not download, install, or run any unauthorized programs onto the Library's computer hard drives, or run unapproved software or operating systems from CD-ROMs, flash drives, external hard drives, or any other device.
- Patrons may bring USB flash drives to store their files. USB flash drives are available for purchase from the Circulation desk or the Library book store.
- The Library is not responsible for any damage to disks, loss of data, or damage or liability that may occur from a patron's use of the library's computers.
- Users may not invade the privacy of others or engage in any activity that is harassing or defamatory.
- The Alhambra Civic Center Library computers cannot be used for any fraudulent or unlawful purposes, including any activities prohibited under an applicable federal, California, or local law or ordinance.

Children and Teen Computer Areas:

- Children 12 and younger must have a parent or legal guardian's signed consent to use internet resources and are only able to log into designated computers in the children's room of the Library.
- Only patrons aged 13-17 may use the designated computers in the teen area.

Reservations

- All computers are available on a first-come, first-served basis

- Reservations may be made for the next available computer or for a specific time, up to one day in advance.
 - Only one reservation may be made at a time
 - You must have your library card to make a reservation
 - Reservations can be made at any print station, reservation station, or at any reference desk. Telephone reservations are not accepted.
 - Reserved computers will be held for up to 10 minutes after the reservation time before they are released to another user. Missed reservation times cannot be reinstated.

Time and Use Limits:

- Computer use is limited to 120 minutes (2 hours) per day, in a single session or in multiple sessions. All printing and saving of documents needs to be completed within this 2 hour limit.
- Patrons who require longer than two hours to complete their work (writing a paper or resume, completing an online course or exam, etc.) may ask reference desk staff for a manual extension; time extensions are granted at the sole discretion of library staff based on demand for the public computers.
- Computer sessions will time out after 10 minutes of inactivity. Library staff may end a session at any time if the logged in user leaves the Library.
- Attempting to evade or bypass computer time limits by using multiple cards, manipulating computer software, or any other methods may result in the loss of computer privileges at the library.
- Designated Express computers are available for 15-minute sessions. Express computers may not be reserved and no time extensions will be allowed. For longer computer use time, a regular computer station must be used.

Internet Usage

- All patrons use the Internet at their own discretion. The Internet is not a secure medium and third parties may be able to obtain information about a user's activities.
- The Alhambra Civic Center Library will not release information on the use of specific internet resources by members of the public except as required by law or necessary for the proper operation of the library.
- The Library is not responsible for the privacy practices or security content of external sites. We recommend that you familiarize yourself with the privacy and security information for any sites you visit
- Library staff will not assist users in entering personal information onto external web links such as email accounts, online purchases, educational or governmental sites, etc.
- The library is not responsible for any loss of personal data entered into Library computers.
- A minor's access to the Internet, as well as access to all other materials, is the sole responsibility of the parent or caregiver. The Library strongly encourages parents and caregivers to supervise their children's Internet use and to provide them with guidelines

of acceptable use. It is the responsibility of parents and/or caregivers to instruct their children not to give private information about themselves to others when using websites or e-mail. The Library does not have the right or responsibility to determine the appropriateness of a particular resource for any minor.

- The Alhambra Civic Center Library is committed to providing an environment free from sexual harassment. Adults may be advised that while accessing and viewing sexual materials is within the law for an adult, the risk of exposure to minors and the consequences of being “harmful to minors” are significant. When children are in the proximity or even if another adult is expressly offended, the patron viewing such materials may be asked to close a website. Users may not display on screens, printers, scanners, or other media devices any material that may be unlawful or prohibited under an applicable federal, California, or local law or ordinance. Library staff will be the sole arbiter of what constitutes unacceptable content. Library staff reserve the right to end an internet session at any time if it is creating a disturbance.

CIPA Compliance

- The Children’s Internet Protection Act (CIPA) is a federal law requiring all libraries that accept federal funding to filter internet access to protect minors from being exposed to material that is obscene or harmful to minors.
- The Alhambra Civic Center Library is a CIPA compliant library, and all computers are filtered. Please be aware that filters can be unreliable at times and block access to legitimate information or educational material, while occasionally allowing access to inappropriate material.
- It is the responsibility of the parent or caregiver, not Library staff, to monitor a child’s Internet usage. The Library strongly encourages parents and caregivers to supervise their children’s computer use and provide them with guidelines about safe and responsible Internet use.
- Any adult (17 years age or older, as defined by CIPA) may request a site be unblocked from a filter. Authorized library staff will review the request for compliance with CIPA, and a decision made to either allow or continue blocking access to the site.