LIMITATION OF USE

Shelby County Public Library provides computer access to all Evergreen cardholders. Patrons may use the Computer Lab located in the Carnegie East Wing. Computers in the Youth Department are restricted to children under the age of 18 and/or patrons with children under the age of 18 present in the youth area. If a person over the age of 18 is on a computer in the Youth Department and he/she does not have a child under the age of 18 with them they must move to the Computer Lab located in the Carnegie East Wing. Computers located in our Genealogy Department are for genealogy purposes only. Staff computers are only for use by library staff and/or volunteers.

If a patron has fines and/or fees on their account equaling $10.00 or more computer privileges will be denied until the account is brought into good standing.

Patrons must have their library card with them during their visit to use our computers. Patrons may only use their own card. Library Staff reserves the right to ask for ID or other information to verify the identity of the cardholder at any time.

Patrons under the age of 14 must have a parent and/or guardian present at all times to use the library’s computers.

TIME LIMITS

Patrons are allotted 60 minutes per day to use the library’s computers. Additional time may be added by the patron twice if enough computers are available and time permits. The computers will allow 2 extensions, 30 minutes each. Any time needed beyond that point may be granted for school work and/or employment purposes per the staff’s discretion. All computers will shut down 15 minutes prior to closing each day.

ISSUING A GUEST PASS

Patrons may be issued a guest pass to use the library’s computers once per rolling calendar year. Shelby County residents are expected to acquire a library card to use our computers. A valid photo ID must be presented to obtain a guest pass.

GENERAL RULES OF CONDUCT

No food and/or drinks are allowed at the computer workstations.

Patrons are expected to pay for all pages they may print. Library Staff will assist patrons in printing upon request. Staff must be notified to release the patron’s prints before they will be sent to the copier.
Personal headphones are required if a patron would like to use sound. Use of external speakers is not permitted unless using the Children’s CD-ROM computers in Youth Services. All sound must be kept at a reasonable volume, regardless of headphone use.

Patrons are not permitted to download/upload/install any software or programs onto the computers. If it is necessary to run a specific website, the Computer Services Department Head will be notified to assist you.

Patrons are asked to step out into the hallway for all phone calls. In the instance that they need to speak on the phone while working on the computer patrons are asked to get Staff approval and maintain a minimal volume. All personal electronic devices must be set to silent/vibrate while at the computer.

All Library and Child Behavior Policies apply in the Computer Lab and Carnegie East Wing. Library Staff reserves the right to terminate your session and/or ask you to leave if you are being disruptive and/or violating any library policy. Additional discipline will be made by the Library Director if the instance warrants more than a 24 hour suspension.

Wireless Usage

Shelby County Public Library provides Wi-Fi for all patrons with wireless enabled laptops, notebooks, or other mobile devices. Wireless access is available to patrons with a current Evergreen library card. Non cardholders may receive a guest pass by showing a valid photo ID.

The library does not offer wireless printing. If a patron wishes to print from a laptop the document must be saved to a USB drive or CD.

Any use of the library’s network, wired or wireless, must be in accordance with the Computer Use Policy. Failure to do so will result in suspension of wireless usage at the library.

The library’s wireless network is not secure. It is strongly recommended that patrons do not use the wireless connection for transactions involving banking, investments, or sensitive personal data. Shelby County Public Library is not liable for the consequences of wireless network use in any way, including the transmission of computer viruses, loss of data, or any harm resulting from the use of an unsecured network.

Library Laptop Usage

The library offers laptops for checkout in the Youth Services Department and Computer Lab. Laptops may only be used in the Youth Services Department. The library’s laptops are not permitted to be taken out of the library at any time.

The library’s laptops may not be available to patrons during staff and/or library offered trainings and classes.
To use a laptop in the library you are required to meet the following guidelines:

- Anyone 16 years or older may use the laptops
• Have a valid driver’s license
• Have a valid library card in good standing
• Have a signed computer use policy on file
• The laptops will be located in a secure station of the library for use
• To sign in each time you use the laptop
• You will have an hour of usage, time can be extended upon request for school or job work related needs.

**Personal Laptop Usage**

Patrons using their own personal devices as well as the library’s laptops are still required to follow the library’s Computer Use Policy.

Patrons downloading or updating their personal devices may be asked to stop or delay their progress if it is found that doing so has hindered the library’s connection speed.

**E-Reader Usage**

E-Readers may be hooked up to the library’s computers located in the Carnegie East Wing for purposes of using library resources such as OverDrive per staff approval.

**Card Catalog Usage**

The Card Catalog computers may only be used to access the Evergreen Catalog. All other uses are prohibited.

**Internet Usage**

All patrons agree to follow guidelines and policies for use. Failure to do so will result in suspension of computer privileges. Individuals using their personal laptops or mobile devices are required to follow this policy as well.

**UNACCEPTABLE USES OF THE SHELBY COUNTY PUBLIC LIBRARY COMPUTER RESOURCES AND SERVICES INCLUDE:**

• Use for any purpose which violates applicable Federal, State, and/or Local laws.
• Interference with and/or disruption of other patrons, computer services, or equipment.
• Attempting to gain or gaining unauthorized entry to other computing information or malicious, threatening, harassing, or obscene behavior
• Violation of any Library Policy.

The library does not permit the use of instant messaging or chat rooms.

All library computers are filtered to block access to material that may be obscene, pornographic, illegal, or otherwise harmful to/or inappropriate for minors. While the Shelby County Public Library attempts through filtering software to prevent access to inappropriate material, it is technically impossible to prevent access to all objectionable resources. Parents and/or guardians of minor children are expected to assume responsibility for the minor’s use of materials.

**The Shelby County Public Library assumes no responsibility for damages, direct or indirect, which arise from the use of the Internet or any other computer programs. All patrons are expected to logout of all websites before ending their session.**

The library is obligated to comply with Federal law regarding the use of computer resources and the prevention of exposure to certain explicit images and material. Staff members will inform patrons to refrain from viewing such material.

Any person who refuses to comply with these policies and/or guidelines will be asked to leave the computer station. After 2 such instances of this type, computer privileges will be suspended for the patron.

**LIMITATION OF LIABILITY**

The patron acknowledges that he/she has read and understands the Shelby County Public Library Computer Use Policy. The patron acknowledges and agrees that the library assumes no liability for any loss or damage to the user’s data or any damage or injury from invasion of privacy in the user’s computer accounts, programs, or files.

__________________________________  ______________________________
(Print Name)  (Date)

__________________________________
(Signature)
PARENTAL CONSENT FORM FOR COMPUTER USE AT THE
SHELBYVILLE-SHELBY COUNTY PUBLIC LIBRARY

I_____________________________________________________, agree to let my
child____________________________________________________use the
computers at SSCPL, including access to the Internet. My child and I have each
read and understand the library’s computer use policy. I understand that I will be
responsible for any damages that occur while my child is using this equipment.

THIS FORM IS FOR PATRONS AGE 16 AND UNDER. A CHILD UNDER
AGE 14 MUST BE ACCOMPANIED BY A RESPONSIBLE ADULT WHILE
USING THE COMPUTER. A VALID LIBRARY CARD MUST BE
PRESENTED TO USE A COMPUTER.

PLEASE PRINT:

NAME OF PARENT/GUARDIAN______________________________________
ADDRESS_________________________________________________________
PHONE:
HOME #_______________________ WORK#_______________________
CHILD’S DATE OF BIRTH______________________________

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FOR LIBRARY USE ONLY

Signed at the Library YES_____ NO_____ 
Date verified with Parent____________________
Staff Initials___________