

## **Computer and Equipment Policy**

### **General Guidelines**

The Itasca Community Library offers in-library access to electronic information, software packages, special equipment, services and networks as part of its mission to meet the cultural, educational, informational, and recreational needs of the community.

The purpose of this policy is to ensure that those using these information resources will do so with respect for this public property, and recognize the rights of others using these resources.

The library reserves the right to request a photo ID and to hold that identification while patrons are using a piece of equipment or computer. Acceptable forms of identification include a driver's license, school ID, state or government issued ID or passport.

The library's role will be that of guidance, not instruction.

There is no charge to use the computers, however, there is a charge for printing. Discretion should be used when printing as refunds will not be given to jobs printed in error.

No data may be permanently stored on a computer's hard drive. All data should be saved on the user's own storage device before the user leaves the library.

The library reserves the right to delete information on the hard drive. Users are financially responsible for any damage resulting from misuse of the equipment or software. Users may not alter or attach any personal equipment to the library's hardware.

Users may not bring their own software for use in the library and may not add their software to the library's system.

Although there is anti-virus software installed on the library's computers, this will not completely protect users from the chance of downloading a virus. The library assumes no responsibility for data loss or damage to software or disks belonging to users.

Failure to comply with these policies may result in revocation of all library access and/or appropriate legal action.

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