

QUINCY PUBLIC LIBRARY TECHNOLOGY POLICY

The Library assumes no responsibility for any damages, direct or indirect, arising from its computers or wi-fi. Persons may not use the Library computers for illegal activities, commercial business, harassment, or to access pornography.

Since the Library is a public forum, privacy while using computers or wi-fi cannot be provided.

Users are responsible for paying damages caused by abuse of the equipment and software.

Computers

Patrons must use his or her own valid Quincy Public Library, Townships of the Quincy Area Public Library District, or reciprocal library card to access Library computers. Non-residents may request a guest pass/reservation from Library staff with presentation of a valid photo ID.

AWE Early Literacy stations are available in the Children's Area for young children on a first come, first served basis. The Internet is not accessible from these computers.

iPad minis are available for in-house checkout or available to be checked out with certain Library of Things kits. The user must check out the iPad with his or her own library card which is valid and in good standing. Each iPad is preloaded with apps and learning games appropriate for children.

Quincy Public Library is not responsible for information or images users find on the Internet. Parents are responsible for information accessed by their minor children.

Patrons may reserve a computer up to two (2) weeks in advance. A user may walk up to a computer with a status of *available*, enter his/her personal library barcode, and use the computer without making a prior reservation. In times of high demand, the Library reserves the right to limit the time of computer sessions.

Computers are available in the Illinois Room for genealogical research only. Any special use computers are also subject to all provisions of this policy.

Only one (1) person may use each computer at a time. For privacy reasons, others may be allowed to watch only with permission of the user and the staff member on duty.

Quincy Public Library is required by Federal law to install a filter designed to prevent Internet access to obscene materials, child pornography, and other materials harmful to minors. Available filtering software may sometimes mistakenly block certain websites that do not contain such prohibited materials. Any person who is unable to access a website due to filtering may request that the site be unblocked at the adult or children's information desk. The request will be reviewed by the Librarian and/or Director to determine whether access to the site would violate any part of this policy.

Users are responsible for complying with copyright laws and software licenses. Users may not install or alter software or hardware on Library computers. Users may open documents from and save documents to flash drives if available. Users may attach their own headphones to Library computers.

Wi-fi

Users are also cautioned that all transactions and communications in an electronic environment are vulnerable to unauthorized access.

Users are responsible for knowing how to configure their own equipment. The Library will not support configurations and cannot be responsible for any changes made to an individual's computer settings.

Printing

Printing is available from all public computers, except those that are for catalog use only. In addition, printing is available from patron's personal devices through wireless printing software. Persons are responsible for selecting and paying for printing through the Print Management System.

Quincy Public Library
Board of Trustees
Combined Policy Adopted November 9, 2021