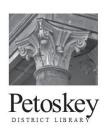# Computer / Internet Use Guidelines

General Computing Guidelines

1. Use your library card and pin to log-on to an available station. Guest passes will be issued at the Reference Desk or the Circulation Desk for any non-library card holder. Wireless access codes are available at any of the public service desks.

2. To use a computer, you must have a general understanding of computers and Windows applications. Basic computing classes are available. Please ask if assistance is needed.

3. You must first accept this computer use policy in order to log-on to any of our workstations or our Internet access. Failure to follow these guidelines is considered a breach of the library code of conduct and may result in the loss of your computer and/or library privileges.

4. Patrons are allowed two log-ins per day on library computers.

5. If a computer is malfunctioning, do not move to another computer. Please ask for help at the information desk.

6. You may save information to a computer for use during your session. At the conclusion of your session any saved information will be automatically deleted. If you need to save work produced during your session you will need to provide your own portable storage device or email it to yourself. The library has flash drives available at the Reference Desk for purchase.

7. You have access to a laser printer: black & white at 15 cents or color at $1.00 per page.

8. If sound is needed, earbuds or head phones must be used at a sound level no other patrons can hear. Earbuds are available for purchase at the Reference Desk.

9. In order to use computers and Internet in the Petoskey District Library, users must agree to:
   a. comply with all applicable laws and regulations regarding copyright protected materials and software license agreements;
   b. respect the privacy of others;
   c. act responsibly in your use of the network and avoid actions that cause interference to the network, or the work of others;
   d. not intentionally introduce invasive programs;
   e. not display for others, sites which violate their rights.

10. These are public computers used by many people. There is risk involved when using services such as Internet banking or services where the use of a password/PIN is necessary, as this may result in access to your personal information by others. The Petoskey District Library assumes no responsibility for loss or damage done directly or indirectly to personal data or equipment. The library also assumes no responsibility for any damage or injury arising from loss of privacy from use of its computers, wireless or other Internet connection.

General Wireless Access Guidelines
Free wireless Internet access is available for mobile devices. It is intended to be a shared resource. If you use a large amount of bandwidth, you take it from others. Be considerate. Stop at any of the public service desks for the wireless access code.

1. Be aware:
   a. Wireless users must comply with our *Computer and Internet Policy.*
   b. Although the wireless hub is routed through our firewall, the wireless connection is less secure than a hard-wired connection. Be a savvy user! (See below)
   c. Printing may be available through the wireless hub.

2. Be a Savvy User:
   The Internet is a public communications network. Public wireless networks or "hotspots" are generally not secure from your laptop to the Wireless Access Point. Wireless Internet access poses more risks to your personal information than a wired network poses, due to the nature of broadcasting over radio waves. Wireless users need to take steps to secure their personal information and machines. The Library cannot assure the safety of your data.

3. Savvy wireless users will:
   a. Not transmit any important information that may be misused such as credit card number, social security numbers, home address, passwords, etc.;
   b. Have a firewall and frequently updated anti-virus software on their personal machines;
   c. Not leave equipment unattended.