



**LAKE DALLAS
PUBLIC LIBRARY**
Where curiosity and creativity connect!

Technology Use Policy

Library equipment may only be used for lawful purposes by patrons and staff. By using Lake Dallas Public Library's equipment, patrons accept the agreement to abide by the following list of acceptable behaviors:

1. Users of electronic resources will respect the needs and sensibilities of other patrons to conduct research in calm surroundings without interference from others.
2. Users of electronic resources will not bring food or beverages to the computer area. These items can result in severe damage to equipment if spilled or dropped.
3. Users are obligated to abide by state and federal laws regarding the transmission of obscene, threatening, or harassing materials and messages, and are obligated to observe the legal protections provided by copyright and license law and computer abuse law.
4. Users will assume full responsibility for the payment of fees for access to any fee-based service.
5. Users will save or download files or documents to their own exterior storage device and not to the Library computer's hard drive. The Library does not supply external storage devices.
6. Users will not cause damage to equipment, software, or databases through abusive or destructive behavior.
7. Children accompanying Users are to be supervised and monitored to prevent them from playing with the equipment or otherwise causing damage.
8. Parents, not Library staff, are responsible for monitoring their children's use of the Internet.

Examples of unacceptable use include, but are not limited to, the following:

1. Harassment or stalking of others
2. Libeling or slandering of others
3. Violation or attempted violation of computer system security
4. Unauthorized use of computer accounts, access codes, or network identification numbers assigned to others
5. Engaging in activity that wastes technology resources such as bandwidth, file space, and printers
6. Violation of software license agreements
7. Violation of all federal and state laws regarding the display of explicit sexual materials or graphic violence

User Guidelines:

1. Library computer stations are located where they can be monitored by staff for assistance and security. Use of the stations is on a first-come, first-serve basis, with a 55-minute time limit per session.
2. Users who require additional time may ask for an extension from Library staff. Extensions are not guaranteed.
3. Individual assistance on using the Internet connection is available upon request at the Reference Desk. Staff are available to answer brief questions and offer some suggestions on where to search for information. However, Library staff are not available to provide in-depth training in the use of the Computer or Internet.
 - a. Library staff cannot offer health, legal, financial, or purchasing advice.
 - b. Library staff cannot access user's private information or online accounts.
 - c. Library staff cannot provide typing services.

Monitoring and Sanctions:

1. Use of the Library's equipment is monitored by Library staff. Library staff reserves the right to interrupt activity or block access to sites that interfere with the performance of the computer system, conflict with authorized use of resources and equipment, or violate local, state, or federal law.
2. Failure to use the Library's equipment appropriately and responsively may result in revocation of Library use privileges.
3. Internet filter overrides by Library staff are not allowed.