General Computing Guidelines

1. Use your library card and pin to logon to an available workstation. Guest passes will be issued at the Information Services Desk for any non-library card holder.

2. You must first accept this computer use policy in order to logon to any of our workstations or our wireless network. 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.

3. There may be a time limit imposed due to other patrons waiting.

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

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

6. Anyone changing the software or computer settings will be denied use of library workstations and may be held liable for any charges incurred to correct the damage.

7. Patrons have access to a multifunction printer where you can print or copy documents. The cost for black & white and color pages is 10 cents per page. All printed pages are sent to the print manager station located in the Adult Section of the library. Instructions for printing are located at the print manager station.

8. Library computing resources may only be used for legal purposes. Examples of unacceptable purposes include, but are not limited to, the following:
   - Harassment, libel or slander of other users or library staff
   - Destruction of or damage to equipment, software, or data belonging to the library or other users
   - Disruption or unauthorized monitoring of electronic communications
   - Any attempts at “hacking” (unauthorized entry) into any computer system or database
   - Exchange or duplication of protected materials such as music, movies, software, or other information protected under copyright laws

9. The Charlevoix Public 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 while accessing the Internet from its computers or when connected to the library’s wired or wireless network.

General Internet Guidelines

The Charlevoix Public Library endeavors to develop collections, resources, and services that meet the informational and educational needs of a diverse community. It is within this context that the Charlevoix Public Library offers access to the Internet.

1. Library staff may monitor computer usage but has limited control over the information accessed through the Internet and cannot be held responsible for its content. Library staff may be available, to the best of their knowledge, to assist patrons with the Internet. Library patrons may encounter material that is inaccurate or that they consider offensive. Users need to be responsible information consumers, questioning the validity of the information found.
2. In accordance with the Children’s Internet Protection Act of 2000 (PL 106-554) the Charlevoix Public Library filters Internet content coming into the library based on staff determination of community desires. Anyone aged 18 or older may request an override of the filtering device from the Information Desk Staff. The only computers that will accept an override are those in the adult area of the library.

3. While patrons 18 and older are free to access whatever Internet sites they wish, the library must also be mindful and respectful of the rights of other patrons (particularly children), to not be exposed to material and images they (or their parents) may find personally unsuitable. Therefore, staff members will request that a patron remove any images or text from a workstation screen if, in the staff member’s judgment, the image or text is displayed in such a way that other patrons, particularly children, cannot avoid viewing it in the course of carrying out their business in the library.

4. All Internet resources accessible through the library are provided equally to all library users. Parents or guardians are responsible for the Internet information selected and/or accessed by their children. Parents are advised to supervise their children’s Internet sessions.

5. Any patron who is asked to remove an image or text from the monitor and then continues to view said image or text, will be asked to leave the facility, in violation of the Charlevoix Public Library Code of Conduct.

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.

Patrons can print from their personal laptop computers: instructions may be found on the Charlevoix Library Website. In addition, patrons can also print from their personal mobile devices, i.e. tablets and smart phones. Mobile print instructions may also be found on the Charlevoix Library Website.

1. Be aware:
   - Wireless users must comply with our Computer and Internet Policy.
   - 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)

2. Be a Savvy User:
   
The Internet is a public communications network. Wireless Internet access poses more risk to your personal information than a wired network due to the nature of broadcasting over radio waves. Wireless users need to take steps to secure their personal information and personal devices. The Library cannot guarantee the safety of your data or printed materials.

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