



**PURPOSE:** As part of its stated mission, the Rancho Cucamonga Public Library provides access to technology-based resources such as personal computers, digital devices and the internet. The purpose of this policy is to outline guidelines for the use of the technology and digital devices offered by the Library, as well as the City of Rancho Cucamonga's wireless network.

The overarching expectation of this policy is that patrons will use the Library's technology and digital devices safely and responsibly.

### **PUBLIC ACCESS OF LIBRARY OWNED TECHNOLOGY AND DIGITAL DEVICES**

1. Use of Library provided digital devices is on a first-come, first-served basis. The Library may impose time restrictions on device use due to high demand.
2. Digital devices are designed for individual use. At the discretion of Library staff, individuals may share a device if it will not cause disruption to others or impede accessibility in and around the area.
3. Library staff are not permitted to provide detailed help, excessive personal attention, or individual instruction for the use of digital services requiring personal account and/or login information.
4. Technology labs may be closed to general public use during class sessions.
5. Patrons are responsible for saving and storing their data on patron supplied storage devices. Library devices do not store user data after a session has ended.
6. Printing is available at a fee from Library and patron owned devices. For security reasons, staff are not permitted to use service desk computers to print documents stored on patron owned, or cloud-based storage devices.

### **INTERNET USE/WIRELESS ACCESS**

7. The Rancho Cucamonga Public Library has no control over the material on the internet other than what it has directly posted on its own home page. The Rancho Cucamonga Public Library cannot assure the validity or acceptability of information available on the internet. The Rancho Cucamonga Public Library cannot ensure access to online resources at any given time as they may be busy, available only to authorized persons, or may no longer be available.
8. In compliance with the Children's Internet Protection Act (CIPA), internet filtering software is used on the Library's public access internet terminals and wireless networks.
9. For network security purposes, certain computer protocols such as FTP and POP have been disabled, and executable files may not be downloaded to Library owned devices.
10. The Rancho Cucamonga Public Library is not liable for costs incurred through patron use of fee-based services.

## **MINOR'S USE**

11. Access to certain Library computers is limited to specific age groups:
  - a. Computers located in the Children's Room are limited to users who are younger than 12 years old and their accompanying parent/caregiver.
  - b. Computers located in the Teen area are limited to users who are 12-17 years old.
  - c. Computers located in the technology lab areas are available to users of any age. Users under the age of 12 must be accompanied and supervised in technology labs by a parent or guardian who is at least 14 years old.

## **IMPLIED CONSENT**

12. Individuals may not use publicly provided devices or internet access to interfere with or disrupt other users, services or equipment. Disruptions include but are not limited to: distribution of unsolicited advertising, harassment, viewing material that can be considered objectionable in the presence of minors, propagation of computer viruses, or use of the network to gain unauthorized entry into any other digital device. Patrons may not use Library technology or public networks for any illegal activity including copyright violations, or to place any data, graphics, images, messages or other material related to any illegal activity on the internet.
13. The Rancho Cucamonga Public Library may suspend and/or terminate computer or internet access privileges if the Library has reasonable cause to believe that any user has violated this policy's guidelines.