Public Computer Use Policy — Mitchell Public Library

Mitchell Public Library has computers available for public use. In an effort to provide equitable access and opportunities to participate in the information society, library patrons are welcome to use these computers free of charge. Library staff may restrict an individual's use of these public computers based on inappropriate use of computers, misuse of computer equipment, inappropriate behavior, or failure to follow library policies.

The following policies regulate the use of library-owned computers:

1. In order to use public computers at Mitchell Public Library adult library patrons must first complete a "Public Computer Use Policy Statement of Responsibility" for themselves and/or their minor children. These forms will be kept on file by the library.
2. Visitors to the area may request a Guest Pass at staff desk to log onto the computer. Visitors must complete the "Public Computer Use Policy Statement of Responsibility" when requesting a Guest Pass.
3. The Mitchell Public Library is not responsible for any loss, unintended transmittal, or theft of information or other damage arising out of a patron's use of a public computer. Each patron is responsible for their own activity on a public computer and uses the public computer at their own risk.
4. Computers are available on a first-come-first serve basis. Patrons must sign up at the circulation desk to use library-owned computers.
5. Library patrons are allowed one (1) hour per day on a computer. Additional time may be granted at the discretion of the staff, depending on current usage and whether there is a reservation pending.
6. Library users may print from public computers at a cost of $.10 per black and white page (per side) and $.25 per color page (per side). Library patrons pay for printing at the circulation desk. Patrons must complete printing within the applicable time limits of computer use.
7. A maximum of two (2) patrons may use a computer at one time in order to manage noise and space around the computers.
8. Patrons may not install or use personal software, alter existing computer settings, or attach any hardware which requires special drivers or software, other than external storage devices. Any patron found intentionally loading viruses, malware, or otherwise damaging public computers will face criminal prosecution and will be financially responsible for damages, including costs of any repair or replacement needed to restore the damaged public computer to use.
9. People using Library public computers may save their work to a portable storage device or a cloud service; no documents can be saved to the computer. The Library is not responsible for loss or damage to external storage devices or patron data.
10. The Library reserves the right to ask any customer to turn off any sound from the computer if it is disturbing others using the Library. The Library does sell earbuds (headphones) that can be used with public computers.
11. Library computers shut down 10 minutes prior to closing.

Staff Assistance

Staff may provide limited assistance for basic start up procedures. Staff may assist patrons with accessing certain library-affiliated websites or using installed programs.

Nature of the Internet

Mitchell Public Library has no control of the Internet and its resources, and assumes no responsibility for the quality, accuracy, or currency of any Internet resource. The Internet contains material that may be perceived as controversial, harmful, obscene, unsettling, or otherwise objectionable. Patrons are solely responsible for curating the content which they choose to see.

Prohibited Use

Library patrons shall not use Library public computers for the following activities. Using a Library public computer to engage in any of the following may result in that patron being permanently banned from using public computers:

- Online gambling.
- Conducting any illegal activity.
- Harassing others.
- Accessing web sites with age restrictions by patrons under the restricted age.
- Viewing or accessing adult-only oriented web sites, such as pornographic sites.
- Mining crypto currencies.