

# INTERNET AND TECHNOLOGY USE POLICY

## **Introduction:**

The Charlotte Community Library provides access to the internet and other technology to meet public information needs.

The purpose of this policy is to define the appropriate public use of technology resources at the Charlotte Community Library. This policy is to be used in conjunction with the library's Code of Conduct, other library policies, and all federal, state, and local laws, ordinances, and regulations. Use of library computers and technology, including the wireless network, constitutes acceptance of this Internet and Technology Use Policy.

## **User Responsibilities:**

Access to the networks and technology at the Charlotte Community Library is a privilege. Users must conduct themselves in a manner respectful of others and library resources. They must adhere to all applicable licenses and contractual agreements, and to community standards of decency.

### **Users will:**

- Sign-in using only their own library card or guest pass
- Keep noise levels low enough not to distract anyone
- Not access or engage in any distracting, disrupting, obscene, or intimidating content or behavior
- Observe time limits and regulations
- Not attempt to change library security software, reconfigure files or hardware, access restricted networks, download or install executable files
- Use computers only for legal purposes
- Comply with staff requests

## **Limitation of Use:**

The library may place limitations on time and manner of computer use in order to allocate access as equitably as possible. Use of technology is on a first-come, first-served basis. All computers will shut down five minutes before closing time.

## **Implementation of Policy:**

### **Posting of policy and on-screen acknowledgement and agreement**

This policy shall be provided on-screen at the beginning of each computer user's session, and upon request for wireless users, for each user to acknowledge and agree to prior to using a library computer.

## **Violation of Use:**

Any person who violates this policy may be denied computer use privileges, or access to the library, by the director (or their designee) immediately effective upon notification. A violation

of this policy constitutes a violation of the library's Code of Conduct, and may result in additional enforcement action as provided in those rules as well. Any person denied access to the library or its services may appeal to the Library Director. If the appeal is not resolved by the director, it may be submitted in writing to the Library Board.

Approved by the Library Board of Trustees, November 19, 2020