



INF-3 Computer Use and Internet Access Policy

Effective: June 11, 2025 Supersedes: July 13, 2021; February 13, 2018; July 13, 2010; October 11, 2005

Policy Statement: The Camden County Library provides computers, mobile devices, hotspots and a wireless network that can be used to access the Internet, software applications, and library resources.

Disclaimer: Use of the Library's computer hardware, software, mobile devices, hotspots, and wireless network is at your own risk. The Camden County Library is not responsible for equipment malfunctions, loss of data, damage to users' equipment or data, or the security of transactions that include personal or financial information.

Computer Use

1. Patrons may access a public computer for a maximum of two one-hour sessions per day. If no one is waiting for a computer, extra time may be extended in 30-minute increments.
2. Access is provided on a first-come, first-served basis or by reservation.
3. Patrons who do not have a library card may receive a guest pass.
4. Headphones or earbuds are required for listening to any resource with an audio component.
5. Reminders are given prior to the end of a session. Work not saved by the end of a session will be lost at that time.
6. All public computers will automatically shut down 15 minutes prior to closing.
7. The Library reserves the right to terminate a computer session at any time.

Mobile Device Lending and Use

1. Mobile devices and hotspots may be checked out as specified in Library policy CIR-3, Rules for Borrowing and Returning Library Materials.

Printing

1. Black and white and color prints are available at costs outlined in Library policy CIR-8, *Fees*.
2. Only paper that is provided by the Library may be used in the printers. A maximum of 500 prints may be made at one time.
3. Printing and downloading must be completed within the time limit of a computer session.
4. Printing services end 15 minutes prior to closing.

Internet Access

Not all information available on the Internet is accurate, current, or complete. Provision of Internet services does not imply that the Camden County Library endorses or approves material or information that is accessed.

Parents and guardians, not the Library or Library staff, are responsible for information selected and/or accessed by their children via the Internet. Parents and guardians are encouraged to discuss the use of the Internet in relation to family values and boundaries with their children, and to regulate and monitor their children's use of the Internet.



The Library uses Internet filtering on all computers to meet the requirements of the Children's Internet Protection Act (CIPA).

Wireless Network Access

The Library makes no guarantees about, and is not responsible for, the security of information transmitted and received during a wireless session. All patrons are expected to use the Library's wireless access in a legal and responsible manner.

Staff Assistance

Library staff may:

1. Help patrons install and use mobile applications that provide access to the Library's digital collections, or are used in conjunction with Library programs or services
2. Identify appropriate online resources or search strategies
3. Provide general instruction on how to access and use online resources, databases, software, and apps
4. Provide general computer instruction and assistance
5. Provide general assistance completing forms, documents, and applications
6. Provide referrals when more assistance is needed

Library staff are not able to:

1. Provide in-depth instruction, except during an Assistance by Appointment session or a scheduled class
2. Troubleshoot or fix problems with a patron's personal device, including downloading, installing, and updating software and apps and configuring or changing settings
3. Enter credit card numbers or personal information for a patron

Prohibited Activities

1. Using Library computers or mobile devices for any fraudulent or unlawful purpose
2. Viewing or printing obscene material as defined in state and federal law.
3. Violation of copyright laws or software licensing agreements
4. Attempting to hack, crash, degrade performance, or gain unauthorized access to the Library's network
5. Damaging equipment, software, or data
6. Tampering with the Library's filtering software
7. Manipulating the Library's computer systems to override limits on computer use
8. Altering or attempting to alter the setup or configuration of Library computers, including software and peripherals
9. Downloading unauthorized software

Policy violations may result in suspension of computer use or Library privileges. Illegal activity will also be subject to prosecution by the appropriate authorities.