

The following are the policies established by the Dothan Houston County Library System (DHCLS) on the use of its computers and resources, including use of DHCLS's Bring Your Own Device (BYOD) wireless Internet connection. If you do not agree with these policies, you cannot use DHCLS computing resources. A copy of this policy is available online (<http://www.dhcls.org/services/Internet-and-computers/policy>), can be provided on request at the Circulation Desk, and displays every time a patron logs on to one of our computers. Patrons under 19, please read this alongside your parent and/or guardian!

## General Internet Disclaimer

The Internet allows users to connect to networks of resources outside the library. DHCLS has no control over these resources, nor does the library have complete knowledge of what is on the Internet. Information on the Internet may be reliable and current, or it may be inaccurate, out-of-date, or unavailable at times. Library users access the Internet at their own discretion. Please be aware that some information found on the Internet may be of a mature nature and may be offensive to some users. Users are reminded that the library is not responsible for content on the Internet and that the user determines which access points are reached.

## The following points apply to all library users (including patrons who use DHCLS's BYOD network)

- Patrons are expected to pay for all copies and printing from computers.
  - **Copies are \$.15 per page for Black/White, and \$.50 per page for Color**, for a normal letter-size page. Larger paper sizes cost more; please see the Circulation Desk for more details.
- The following uses of library computers and Internet connections are prohibited. Patrons found to be pursuing these activities will be asked to leave, and are subject to having their sessions terminated without warning. Continued pursuit of these activities will result in the revocation of Internet and computer privileges.
  - Viewing and displaying of obscene materials (prohibited by state and local law).
  - "Cracking", "hacking", or otherwise attempting to obtain unauthorized access to any computer system.
  - Illegal or criminal activity or purpose.
  - Obstruction of other patron's ability to use library resources (exceedingly high bandwidth usage, etc.)
  - Deliberate crashing or modification of library resources, including introducing viruses and altering the configuration of library systems.
- Staff will assist patrons' computer use as time permits, but personal instruction is only available in the Computer Training Lab and its courses.

## The following points apply to patrons who use library computers

- You must have a DHCLS library card **IN GOOD STANDING** (no fines, overdue books, etc.), or you must purchase a guest pass at the Circulation Desk (\$1 fee for guest pass, must present identification), in order to use DHCLS computers.
- For the safety of our computer equipment, **NO FOOD IS PERMITTED NEAR DHCLS COMPUTERS**. Drinks with a spill-proof lid are permitted.
- Patrons are permitted one visit to library computers per day, for a maximum of two hours. Sessions run for sixty minutes at a time; at the end of your first session, you may extend your time for an additional sixty minutes if desired. **This limit applies to all DHCLS-owned computers.**
- Library computers reset to a default state at the end of each user session; all work performed on the computer **WILL BE LOST**. Please save your work to external media (CD, DVD, flash drive, etc.), OR email your work to yourself, before the end of your session.
  - Flash drives are available for purchase at the Circulation Desk.
- For your convenience, all library computers are equipped with the following applications: Internet Explorer, Mozilla Firefox, Google Chrome, Microsoft Office 2013 Professional Plus, Adobe Reader, Skype (laptops only).
  - Some special computers have other applications and capabilities, such as Adobe CS6 Design Standard, microfilm reading, and access to library genealogical and local history Internet resources. These computers are subject to additional policy. Please see the Circulation Desk for details.