Computer Use Guidelines

Library District computers may be used and reserved under the following conditions:

- Library District computers require a Library District library card in the computer user's name and a PIN.
- A visitor without a library card who can provide a valid photo ID may obtain a one-day guest pass to use the computers, limited to one guest pass at any given time. A guest pass may not be used in conjunction with a library card.
- All computer use is subject to The Library District's *Internet Use and Safety Policy* and *Library Rules of Conduct*.

Time Limit

- Designated computers are available on a first-come, first-served basis.
- Computer sessions last one hour, with a maximum of two hours per day. Sessions lasting up to two hours, with a maximum of three hours per day are available at the Centennial Hills, Clark County, East Las Vegas, Enterprise, Laughlin, Mesquite, Rainbow, Sahara West, Spring Valley, West Charleston, West Las Vegas, Whitney, and Windmill Libraries.
- Additional computer time may be granted pending computer availability.
- Designated 15-minute stations are available at select locations and are intended to provide library cardholders with quick computer access.
- A 15-minute break, which counts as computer use time, may be taken during a scheduled session by using the "**Lock**" feature. If the user does not sign back into the session within 15 minutes, the computer will log off, delete the existing session, and then be given to another user.
- Automated courtesy messages will appear near the end of a session to warn the user the session will be ending soon. Some full screen applications may obscure these notifications; computer users should watch the timer closely to not miss the warning messages. If a user remains active until their session time ends, the computer will automatically end the session.
- Manual shutdowns and restarts are prohibited; computer users should properly exit the computer session by selecting **Log off**; staff members are available to assist if needed.

Reservations and Cancellations

- Computer reservations and cancellations may be made online at thelibrarydistrict.org/reserve-computer.

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- Reservations and cancellations may be made from within the library using an Information Station, internet browser, or through staff.
- Unused reservations expire five minutes after the designated start time. Computer users are responsible for logging in before the reservation expires. Late arrivals will result in loss of the reservation.
- Reservations disrupted due to a power or internet outage does not guarantee computer use as soon as service is restored and will be rescheduled around existing reservations.
- Only those actively logged in and using a computer may sit in front of a computer workstation. Please do not remain in front of the computer after your session has expired.

Misuse of Computer

- Misuse of the computer and/or intentional damage to Library District hardware or network will result in the loss of computer privileges, potential loss of library privileges, and financial responsibility for any damage.
- Library District computers are intended for the use of a single individual. Two people may work together as long as disruptions do not occur, and space allows. No more than two people are permitted on a single computer at any given time.
- Library cardholders may not allow other users to access computers with their account. The use of someone else's library card may result in a loss of computer privileges for both parties.

Privacy

- Computer stations are designed to safeguard privacy. Temporary files and usage history are deleted at the end of each session.
- All users must respect the privacy of other users.
- All users are responsible for properly ending their session when finished or locking the session before stepping away.

Software and Printing

- Staff may provide limited software and printing assistance.
- The copyright law of the United States (Title 17 U.S. Code) governs the making of photocopies or other reproductions of copyrighted material. The person using computer and printing equipment is liable for any infringement.
- Only Library District copier paper may be used in printers.
- Personal software may not be used on Library District computers.
- All personal files must be saved to a personal storage device. The Library District is not responsible for loss or damage to files or personal storage devices.
- Files may be saved to Library District computers temporarily; temporary files are deleted at the end of each session.
- Printing is available for a charge. Users are responsible for all pages printed and are encouraged to ask for assistance, or to use the print preview feature prior to printing.
- Print jobs must be sent to the printer before the end of a computer session.

- Computer use, including printing, ends 15 minutes prior to the closing of the library. Computer users should save and print their work before this time, or it will be lost.
- No refunds will be given; unused funds on a print account cannot be refunded.

WiFi Access and Printing

- To access WiFi, users must have their own wireless device.
- Users are responsible for knowing how to configure their equipment, and how to access wireless networks through their operating system. Library District staff cannot configure, diagnose, or modify user equipment.
- Minor children* are subject to the same rules governing Internet access by minor children using Library District computers. Minor children are required to use the designated youth WiFi network.
- The Library District is not responsible for any damage to personal equipment or software that may occur as a result of using the Library District's wireless network. The use of anti-virus, firewall software, and updates are highly recommended when accessing The Library District's wireless network.
- Mobile printing is available for a charge using personal smartphones, tablets, laptops, and computers.

Computer Access by Minor Children

- Minor children may use filtered computers located in designated youth services areas. A library card is not required.
- Parental permission for a minor to bypass filters us generally not valid under CIPA, as filters exist specifically to protect minors (under 17).
- Adults may not use computers in youth areas of the library unless assisting their child who is working at the computer. Unaccompanied adults will be directed to computers in the adult area of the library.
- Designated Family Computers are available at select locations for children and parents or caregivers helping their children.

Family Computers

Family Computers use filtered Internet and are intended for parents and caregivers helping children with homework, as well as for parents or caregivers with children too young to bring into adult computer areas.

- To log into the Family Computers, parents or caregivers will need a guest pass. An adult library card will not provide access to the Family Computers.
- To receive a guest pass, parents or caregivers should proceed to the youth services area and inquire with a staff member.
- Minor children may use the Family Computers without an adult; a guest pass will be given to minor children who do not have a library card.
- Parents or caregivers may use the Family Computers only if children are at the computer with them, or using a computer next to them.

- Only same-day reservations may be made.
- A reservation can be made by asking a staff member in-person for assistance. Reservations may not be made by telephone or through the computer reservation function on the web site.
- **Unaccompanied adults are not permitted to use the Family Computers.**

*Minor children are defined by CIPA as minors under the age of 17.