



TECHNOLOGY USE POLICY

Purpose

The purpose of this policy is to govern the use of computers, Internet services, and electronics at this Library in accordance with the Vision and Mission Statement of the San Diego County Public Law Library.

Effective Date

March 5, 2009

Terms of Use

By using computer, Internet services, and electronics at the Library, the user agrees to abide by the terms of this policy.

Important Facts

Users should be aware of the following when using our services:

- Internet content is not filtered.
- The amount of data that can be downloaded may be limited.
- The Library does not capture or share personal information.
- The Library is a public space and cannot provide privacy.
- Staff assistance is limited to basic instruction in the use of our research databases.
- The Library has limited access to electrical outlets for personal computer use.

Computer and Equipment Use

Guidelines:

- Users must sign up at the service desk before using a "sit down" Library computer, a designated personal computer station, or other electronic Library equipment.
- Library computer and Internet use is for legal research purposes and accessing government documents only.
- Our libraries can accommodate no more than two (2) people at a computer at one time.

Time limits:

- A 30 minute time limit will be applied when users are waiting for library computers, designated electrical outlets, and other electronic equipment.
- Stand up computer usage is limited to quick searches, 15 minutes or less.
- Computers and print stations will be shut down 15 minutes prior to closing.

Acceptable & Prohibited Activities

The following describes acceptable and prohibited activities when using Library computers, Internet services, or electrical outlets at the Library:

Acceptable:

- Using email for legal or government document research.
- Saving documents temporarily to the computer.
- Saving documents to removable media, e.g. CD or flash drive.
- Using computer audio and video with headphones.
- Installing resources found within the Library's collection.

Prohibited:

- Illegal activities, including violation of federal, state or local laws.
- Using Library computers for any purpose other than legal research or access to government documents.
- Modifying or damaging library computer equipment or software.
- Interfering with or obstructing the use of Library computer and Internet services in such a manner as to constitute a nuisance to other persons.
- Using a computer or the Internet in a manner that constitutes a nuisance to other persons.
- Creating a safety hazard, such as running power cords across pathways.
- Plugging equipment into outlets or surge protectors used to power library equipment.

Rights & Responsibilities

The Library staff and security have the authority to:

- Ensure computers, Internet, and electronics are being used in accordance with this policy.
- Gather statistics on computer use.
- Interrupt PC or printing service for maintenance purposes.

Users are responsible for:

- Abiding by the terms of Library policies.
- Complying with Federal copyright laws, [Title 17 U.S.C.](#)
- Recognizing that the Library is a public space and users' rights are constrained by the rights of others.
- Having basic computer skills.
- Their children's behavior, as well as their children's compliance with this policy.

Disclaimer

The Library is not responsible for:

- The accuracy of any information accessed on the Internet.
- Any damages or lost data arising from computer, Internet, or electrical malfunction.
- The safety and security of user equipment or information entered by the user.
- Unintended print jobs.
- Loss or damage to personal laptops or other property left unattended.

Violations

Failure to comply with this policy may result in:

- Loss of computer or Internet access.
- Removal from the library.
- Suspension from the library.
- Police involvement.
- Civil or criminal prosecution.

Library staff and security have the authority to enforce this policy.

Users who have been suspended from the library for more than 5 days for failure to comply with this policy have the right to appeal according to the Appeals Procedure.

This Technology Use Policy has been approved by the San Diego County Public Law Library Board of Trustees at a regular meeting on February 25, 2009.



Judge Julia Craig-Keley
President of the Board of Trustees



Robert E. Riger
Secretary to the Board of Trustees

Note: This Technology Policy supersedes all earlier SDCPLL computer and Internet policies which address public use.