

# Carlsbad Public Library

## Public Computers Policy

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### Public Internet Access

The Carlsbad Library provides equal access to internet resources.

#### A. Public Access Internet Computers

1. Adult (ages 18 and up), may use the unrestricted Adult internet computers.
2. Teens (ages 13-17) may use the unrestricted Adult internet computers only with parental permission. Computers for Teens are located in the Teen area.
3. Children (ages 0-12) may not use the unrestricted Adult internet computers, unless seated with a parent or legal guardian.
4. Users may sign in using their library card, digital access library card, or a guest pass. Using another person's library card to sign in is not permitted.
5. Accounts are blocked when patrons owe more than \$5.00 in damaged charges or have an overdue item. To access computers library accounts will needed to be cleared.
6. Only the person signing up for the internet session may use the computer. The behavior of the computer user or any guests may not disturb other patrons; users may be asked to end their sessions early if this occurs.
7. Personal documents may not be stored on the library computer hard drives. The use of personally owned digital storage media to back up and store personal documents is required. Loaner jump drives may be available for in-library use at the Information Desk. These jump drives will be cleared at least once a day to protect patron privacy.
8. Personally owned headphones or earbuds must be used to access multimedia content. Volume must be set at a level inaudible to other users.
10. Technical difficulties beyond the Library's control may temporarily prevent internet access. Every effort will be made to provide secure, stable access to the internet and to troubleshoot problems in a timely manner. The Library is not responsible for damaged or lost data resulting from the malfunction of software or computers.
11. Library public use computers are set NOT to retain any entered data or documents, but no guarantee of privacy is made concerning personal information that is input or accessed on library computers. Users are cautioned to protect their personal information by always closing documents, signing out of online accounts, and closing their browser prior to ending their session.
12. Library staff members are available to help users navigate, identify, and access resources on the internet, but in-depth training or extensive assistance is not offered

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## **B. Internet Guest Passes**

1. Guest passes are available for anyone without a library account. Persons may receive only one guest pass per day, to be reused as needed for that day, for a maximum of 60 minutes per day.
2. Residents either permanent or temporary are asked to obtain a regular or digital access library card.

## **C. Children's Library Computers**

1. Computers in the Children's Library are preloaded with age-appropriate content designed to stimulate an interest in reading and learning, target the interests and needs of children from birth to approximately twelve years of age, enhance educational studies, and support recreational reading and learning for pleasure. Selected internet content and sites may be accessed from these computers.
2. Children (ages 0-12) may use the computers in the Children's Library with parental permission.
3. Parents or caregivers, not library staff, are responsible for the information viewed by their children on library computers. Parents or caregivers who wish to control their child's access to information available on the children's library computers, including internet sites, should supervise their child's computer sessions.

## **D. Teen Computers**

1. Teens (persons ages 13-17) may use the computers in the Teen section of the library by signing in with their library card or a guest pass. Teens may use the unrestricted Adult internet computers with parental permission.
2. Teen computers provide filtered internet access, permitting social networking sites and a wide range of educational and research websites. Websites related to porn, weapons, mature content, or illegal drugs are not permitted.

## **E. Word Processing Computers**

1. Personal documents should not be stored on library computers. The use of personally owned digital storage media to back up and store personal documents is required. Loaner jump drives may be available for in-library use at the Information Desk. These jump drives will be cleared at least once a day to protect patron privacy.
2. There are no time limit restrictions for using the word processor computers; however, common courtesy in allowing others equal access is expected.

## **F. Help Center Computers**

1. Help Center computers are available for research, databases, testing, job, legal, and other approved work requiring longer than the 60 minute daily internet allowance.
2. A valid library card number is required for accessing library databases and digital materials for authentication purposes.

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3. There are no time limit restrictions for using the Help Center computers; however, common courtesy in allowing others equal access is expected.

## **G. Printing**

1. Fees are charged for public printing to cover library expenses. The use of personal specialty paper is not possible.

## **H. User Privacy**

1. Users are advised that the library's computers are located in a public space, and no guarantee of privacy is made concerning personal information imputed, accessed, or downloaded using library computers. Users are responsible for erasing personal content, signing out of online accounts, and closing personal documents, websites, and browser windows prior to ending their Internet session. Library computers will be reset on a regular schedule to eliminate user personal information or documents.

2. Patrons should respect the privacy of other library users.

3. Carlsbad Public Library abides by the New Mexico State Statutes Library Privacy Act which preserves intellectual freedom guaranteed by the New Mexico State Constitution (NM §1978, Ch. 18, Art 9; see addendum.)

## **I. Internet Content & Filtering**

1. The internet is a global entity without content restrictions. Users may encounter information or graphics that they find controversial or offensive.

2. Carlsbad Public Library will not employ filtering software on internet computers designated for adults, in accordance with the American Library Association's policies supporting unlimited access to information, the tendency of filters to block sites that are informative and useful, and the First Amendment forbidding governmental agencies from restricting information to the public based on viewpoint or content.

3. Library staff are not responsible for the accuracy, currency, security, or completeness of information obtained from the internet. While the Library's computers possess virus protection software, no guarantees are made concerning the virus-free status of any downloaded data.

4. No pornographic or sexually orientated material, objects, images, or web content may be accessed or displayed anywhere on the library premises or in the Halagueño Art, in accordance with library policy and New Mexico State Statutes (NM §1978, Ch. 30, Art 37; see addendum attached).

## **J. Consequences of Violation**

1. Violation of any part of this policy may result in the termination of internet sessions, suspension of library privileges including internet access and borrowing of materials, and/or denial of access to library/museum facilities in accordance with the Library/Museum Patron Code of Conduct Policy.

2. Accessing sexually explicit or pornographic material using library computers or library internet networks or using library circulating devices to solicit a child according to NM §1978, Ch. 30, Art 37 will result in immediate loss of internet access privileges and notification of law enforcement (NM §1978, Ch. 30, Art 37).
3. Deliberate physical damage to library equipment, purposeful virus infection of library software programs, or attempts to circumvent computer security settings will result in immediate suspension of library privileges and notification of law enforcement (Carlsbad Municipal Code Sec. 26-4).

## **K. Questions or Exception Requests**

1. Questions about this or any library policy may be addressed to the Library Director during regular business hours. Appeals or exceptions to this or any library policy may be made to the Library Board of Trustees at any regularly scheduled meeting.