

The Washington Talking Book & Braille Library (WTBBL)

Computer and Internet Use Policy

WTBBL provides access to a broad range of information resources including those available through the Internet via the Patron Computer Lab and wireless Internet access (Wi-Fi). WTBBL makes this service available as part of our mission to build community and provide equitable access to information and reading materials for our Library patrons.

Guidelines

WTBBL provides access to Internet resources equally to all Library patrons and upholds the right of each individual to have access to constitutionally protected material in accordance with the American Library Association's [Library Bill of Rights](#).

Patrons in the computer lab are subject to the WTBBL Code of Conduct policy. Library computers, devices, and network systems may not be used for any purpose that violates federal, state, or local laws and Library policy.

WTBBL patrons, staff, and volunteers are asked to adhere to the following guidelines for the use of Library computers and Internet:

- **You must be a patron of the Washington Talking Book & Braille Library to use the Patron Computer Lab.**
- **Patrons recognize their use of the computer lab is conducted in a public place shared by many.**

All users are asked to respect the privacy of other users and be respectful to staff, other patrons, and visitors. In order to allow all patrons an opportunity to use the equipment, patrons are asked to comply with sign up and time limitations. WTBBL staff may ask a patron to desist from behaviors or actions that violate

this policy. WTBBL staff have the authority to refuse or terminate access to patrons who do not comply with their requests. Repeated violations may result in temporary or permanent suspension of access to the Library.

- **Use of the Patron Computer Lab is limited to one hour. This time can be extended if no other patrons are waiting.** By mutual agreement, two persons may share one computer as long as their behavior does not disturb or inconvenience other patrons, volunteers, or Library staff. Use of the computer lab at a particular time is not guaranteed.
- **No food or uncovered drink.**
- **Patrons may not load or download software or alter computer equipment, hardware, software, or networks.** No patron may alter, destroy, or damage equipment, software, or data belonging to the Library or others, or degrade or disrupt equipment or system

performance. They may not install or download software or information to the Library hard drives, modify Library software or systems, or propagate computer viruses. Users may not modify or change the computer settings or reboot the computer. If you need assistance with hardware or software, please ask WTBBL staff.

- **Computer users are responsible for bringing their own headphones, flash drives, and charging cables for personal devices.**
- **WTBBL is not responsible for losses or costs incurred due to computer or internet use.** WTBBL is not responsible for loss of privacy, loss of information, or other damage caused by use of the computer lab or Internet services. Patrons are solely responsible for the cost of any registration or item(s) ordered or downloaded via the Internet.

- **WTBBL is not responsible for accuracy or content of the Internet.** WTBBL endeavors to offer the maximum possible scope of information to support its mission, including access to the Internet and other electronic resources. The Internet is a global network created and used by governments, businesses, organizations, educators, and individuals. The Library has no control over and does not monitor material in other sources on the Internet. Information on the Internet may be inaccurate, incomplete, outdated, or offensive to some people. WTBBL does not assume responsibility or liability for the content of the Internet.

Security and Privacy

WTBBL is committed to protecting the privacy of our patrons. The Library will keep confidential all information about patron computer and Internet use to the fullest extent permitted by federal, state, and local law.

- The Library does not monitor patrons' use of the Internet. Patrons' Internet history is automatically deleted at the end of the session.
- Like other libraries with shared computers, Library computers are programmed to delete personal data after a user logs out to protect patron privacy. Any files you store on the Library computer will be permanently deleted after your session.
- Patrons should be aware that the Internet is not a secure medium and third parties may be able to obtain information regarding Internet activities. The Library is not responsible for the privacy practices or security of the Internet, for any loss of privacy or data patrons may experience, or any damage or harm arising from such loss.

Wi-Fi

Use of WTBBL's Wi-Fi network implies an understanding of and an agreement with the Computer and Internet Use Policy and the Code of Conduct. Patrons are responsible for having the proper hardware, software, and network settings on their personal devices to connect to the Library's Wi-Fi. The Library does not guarantee wireless access at any specific time or with any specific equipment and is not responsible for Internet connections temporarily unavailable due to technical difficulties.

WTBBL Guest Wi-Fi provides access to the Internet via a public access network secured by a password. The privacy of information transferred over that network and over the Internet is not guaranteed. Security of data stored on or transferred by personal devices and virus protection are the responsibility of the user.

WTBBL is not responsible for damage, theft, or loss of a patron's equipment, software, data, or other personal property used within the Library.

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