



COMPUTER USE POLICY

November 14, 2016

The Rapid City Public Libraries make information available in a variety of formats from print to multimedia with selection guided by the Collection Development Policy. The Rapid City Public Libraries also offers in-library access to electronic information, services and networks as part of its mission to meet the personal, professional and educational information needs of city residents of all ages.

The libraries' online access provides the opportunity to integrate electronic resources from information networks around the world with the libraries' other resources. The availability of public access computers and the Internet, as an information resource, enables the libraries to provide information beyond the confines of its own collection.

The libraries filter computers in each of the library facilities. Upon request by patrons aged 18 years old or older, staff will turn off filters. Minors may use unfiltered Internet stations only if accompanied by a parent or guardian at all times during computer use, or if a parent or guardian has completed the Minor's Internet Use Form. Unfiltered Internet is not available in those areas designated for youth access.

Users are responsible for determining appropriate access for themselves and their dependent minors.

Access Requirements and Time Limitations

The internet may be accessed at all library locations by using the libraries' public computers or the wireless network.

Public computers:

- Login access is through the patron's assigned, valid library card number
- One hour of internet access per day per patron, with the opportunity for time extensions if no other patrons are waiting

MakerSpace computers:

- Usage limited to work on projects, design, and training; not intended for open internet access
- Available on a first-come, first-served basis, in blocks of 2 hours, with the opportunity for 30-minute extensions if no other patrons have booked the computer

Local History Room computers:

- Usage limited to research; activities such as general web browsing, social networking, or gaming are not permitted
- Available on a first-come, first-served basis

Wireless network:

- No time limit
- All terms of use for internet access apply

Non-card holders:

- 1 hour per day limit
- May use library wireless with no time limit

Terms of Use

All users are expected to use the libraries' electronic resources in a responsible manner that includes but is not limited to:

- Using resources for educational, informational, and recreational purposes only, not illegal or improper purposes

- Respecting the privacy of others by not misrepresenting oneself as another user; by not attempting to modify or gain access to files, passwords or data belonging to others; by not seeking unauthorized access to any computer system, or damaging or altering software components or any networks or databases
- Making or printing only authorized copies of copyrighted or licensed software or data
- Not sending, receiving, printing, or displaying text or graphics that may reasonably be construed as obscene
- Stop viewing any site that may create a disruptive environment for other library users or staff
- Not making any changes to the set-up or configuration of the software or hardware on the library's computers
- Use headphones as needed to keep from disturbing other users
- To protect your privacy, log off the libraries' computers when done
- The libraries are not responsible for lost data due to network failure, transmission of viruses, or interception of data transmitted through the wireless network

Failure to comply with these guidelines may result in the loss of library privileges.

Revised November 14, 2016; September 14, 2015; May 11, 2015; March 9, 2015; April 8, 2013; January 21, 2013; January 19, 2012; July 15, 2010; August 13, 2003; Adopted June 12, 1996, RCPL Board of Trustees