



Parkersburg and Wood County Public Library

3100 Emerson Ave., Parkersburg, WV 26104-2414

Phone (304) 420-4587 Fax (304) 420-4589

Http://parkersburg.lib.wv.us

Computer Policy

MISSION

The Parkersburg and Wood County Public Library is where our community goes to discover the joy of reading, stimulate their imagination, and delve into our history in a comfortable welcoming environment.

The following are not permitted:

- **VIEWING OF ANY GRAPHIC MATERIAL CONSIDERED OBSCENE, CHILD PORNOGRAPHY, OR HARMFUL TO MINORS**
- **INSTALLING SOFTWARE OF ANY KIND**

PROCEDURES

- You will need a library card to sign in to use any of the computer stations in the library.
- Users are guaranteed a time block of 60 minutes, which can be extended up to 1 hour per day. Extensions are dependent upon availability of computers. Administrators have the ability to extend time upon their discretion.
- If a site is blocked by the internet filter, then the patron may come to a staff member to override at the staff's discretion.
- Computers in the Young Reader's Room are for use by children only. Anyone over the age of 15 must use the computers in the adult section of the library.
- The Main Library is a free Wi-Fi site. For username and password see front desk.
- Patrons should pay for printouts at the front desk. (BW=\$.10/page & COLOR=\$.50/page).
- Patrons may save documents from Microsoft Office to a flash drive.
- **Library staff has the authority to end any session when there has been any inappropriate use of the computer resources and can deny future access. The Library may also pursue due process in situations that could be illegal.**

STAFF ASSISTANCE

Library staff will provide limited assistance for basic start-up procedures. However, the library cannot guarantee that Internet-trained staff will be available at all times. The library does provide books, videos, other materials and classes that can be helpful to patrons in their Internet experience.

GUIDELINES

- All technology resources accessible through the library are provided equally to all adult library users. It is the responsibility of parents or guardians to monitor their own children's use of the Internet.
- The library currently filters Internet access to sites deemed pornographic in compliance with the Children's Internet Protection Act.
- Patrons must use workstations responsibly and should not change Internet or computer settings.
- Patrons should not attempt to modify or gain access to computers, files, passwords or data belonging to others, or to misrepresent oneself as another user.
- Patrons are not allowed to bring in software to load on library computer workstations.
- Patrons may not use the workstations fraudulently or unlawfully, including any activity prohibited by federal, state or local laws or ordinances. **Viewing of any graphic material considered obscene, child pornography, or harmful to minors as stated in WV Code 61-8A, US Code Chapter 18-1460, and 18-2256 is ILLEGAL and could be prosecutable!**
- Internet users should be aware that the Internet is not a safe environment, users should be careful about sending out any personal information, and shouldn't believe everything read or seen on the Internet. For children, it is the responsibility of the parents or guardians to monitor their online activity.
- The Library does maintain records of personal use on computer stations which may be requested under court order. Stations are located in public areas, so use is neither private nor secure. Patrons are therefore asked to use good judgment in displaying material on the screens that may be objectionable to others, and to logoff/sign-out of email accounts when finished.
- Material on the Internet may be copyrighted, and users must respect U.S. copyright laws.