



# LIBRARY POLICY

## CITY OF TUALATIN

### TECHNOLOGY USE POLICY

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**POLICY:** Tualatin Public Library provides access to a variety of information resources and technology, to meet the public's informational, educational, and recreational needs. Tualatin Library strives to balance the rights of users to access information resources with the rights of users to work in a public environment free from sounds and images intended to harass other library users or library staff.

**BACKGROUND:** Tualatin Public Library provides access to the internet and productivity software through a combination of computers and other devices, printers, and Wi-Fi. Patrons are welcome to use their own laptops, tablets, and other devices.

#### **RULES:**

We expect that all patrons using technology in the Library, including patron-owned devices, will:

- Be considerate and respectful of other library users. This includes using headphones, keeping sound from computers and devices inaudible to other library users and staff, and keeping designated computer areas reasonably quiet.
- Respect the privacy and sensitivity of other library users.
- Not display any pictures of a human body that depicts gratuitous nudity, sexual conduct, or other imagery prohibited by ORS 167.080 (Displaying Obscene Materials to Minors), as computer screens are visible by minors.
- Comply with copyright laws.
- Understand that library staff are able to provide only limited assistance with technology use.

Library users of library-owned computers and other technology will:

- Use the computer or device within the allotted session time. Exceptions must be approved by library staff.
- Not interfere with networks, other users, services, or equipment. This includes making setting changes to computers and devices that may impact other users' experience with the computer or device.
- Use only their own library card for computer access; using another person's card is not allowed. Visitors who do not have a library card may receive guest access.
- Report any functionality issues to library staff.

Some desktop computers provided by the Library have filtered Internet access. Computers in the Children's area are set to the Child filtered level. Teen Room computers are set to the Adult filtered level. Desktop computers provided by the library for adult use are unfiltered. Children and teens may only use adult computers with parental permission. Internet filtering is dependent on the location of the computer rather than the age of the patron; for this reason, adult caregivers accessing computers in the children's area will not be able to turn off filtering. No filtering technology is absolute; there is no

guarantee that filters will block materials that users may find offensive. Children's access to and use of Internet-connected devices is the sole responsibility of the child's parent or legal guardian.

Mobile devices provided by the Library for in-house use and patron-owned devices have Internet access through an unsecured and unfiltered Internet connection. Parents or guardians must notify the library if they do not wish to have their teen checking out mobile devices from the library. Children under the age of 12 must have a parent or guardian present to check out devices.

Internet connectivity for patron-owned devices is provided via Wi-Fi only.

Library technology may not be used for illegal activity.

All patrons are advised that entering personal information on computers or devices in the library is done at their own risk. It is the user's responsibility to protect their privacy while sending information via the Internet. Tualatin Library does not retain computer use records, browser history, or personal information entered into websites or documents.

Failure to comply with this policy may result in restriction of library privileges, including but not limited to use of library technology.

**APPROVAL:** This policy is approved by Tualatin Library Advisory Committee September 2018; updated January 2023. This policy replaces and updates the Internet Use policy, approved by the Tualatin Library Advisory Committee, March 2008.