ANCHORAGE PUBLIC LIBRARY
COMPUTER USE & INTERNET POLICY

CHECKING OUT OR RESERVING COMPUTERS AND DEVICES:
The Anchorage Public Library offers public computers, electronic devices and internet access at all locations. If you have a verified library card, you have full privileges to use our services without restrictions, otherwise patrons may ask for a guest pass to use our desktop computers.

APL DESKTOP COMPUTERS:
- One (1) hour continuous use with a library card
- 30 minutes continuous use without a library card
  - *Additional time for computer usage may vary by demand.*

PORTABLE DEVICES: Devices must not leave the building/ Return device to a staff person at the service desk from where it was checked out and wait for a staff person to check in the device before leaving the desk. Devices are due 15 minutes before closing. Any checkout of portable devices means that the patron accepts full liability for the device.
- ***LAPTOPS:***
  - Checkout available to verified APL Library card holder 18 years or older
  - Access subject to availability for two hours and can be extended an additional two hours depending on laptop availability

- ***CHROMEBOOKS***:
  - Checkout available to any verified APL library card holder, regardless of age
  - Access subject to availability for two hours with an additional two hour extension, depending on chromebook availability

- ***iPADS***:
  - Same usage rules as laptops and Chromebooks
  - PROCEDURE:
    - Patrons must have a verified account that is not barred or delinquent.
    - Users swipe their APL card at the iPad dispenser and enter their PIN.
    - Patrons will need to agree to the APL Computer Use Policy on the check-out screen.

APPROPRIATE COMPUTER AND INTERNET USE:
The Anchorage Public Library (APL) provides public access to the internet in support of its mission and ensures equal access to all. APL's computers are in public areas. Other guests may be involuntarily exposed to what you are viewing. We ask that you remain sensitive to the fact you are working in a public environment shared by people of all ages. If you disrupt other library patrons and/or services, or your behavior is inappropriate for a library setting, we reserve the right to ask you to stop viewing the disruptive material, or to end your session. *Please refer to the APL Code of Conduct.*

Acceptable Use
Use of the Library's computers shall be guided by the following principles:
- Respect for the privacy of others.
- Adherence to the legal protection provided by copyright and license to programs and data.
- Consideration for the security and functioning of computers, networks and systems.
- Adherence to APL and MOA policies governing the security and functioning of computers, networks and systems.

Unacceptable Use
- Any activity which violates U.S., state or local laws.
- Transmitting threatening, obscene or harassing materials.
- Intentional or unintentional disruption of network users, services or equipment, harm to other computer systems including excessive bandwidth utilization.
- Tampering with computer or network security.
- Disconnecting library equipment, including monitors, network cables and electrical cords.
- Making unauthorized entry into any systems accessible via Library computers.

- Failing to follow library policies, including: signing up for an internet computer; failing to log in using your own library card number or guest card number, paying for printing and following time limits.
- Developing and/or propagating programs that harass other users or cause harm to other computer systems.
- Copying, file sharing, downloading or distributing commercial software or other works or materials (i.e. music, movies, etc) that violates copyright laws.
- Accessing or loading pornographic, obscene, or sexually explicit material.
- Other uses deemed inappropriate at the discretion of APL management.
- Downloading or transmitting confidential, trade secret information, or copyrighted materials.
- Patrons are expected to use APL computing devices and/or wireless access in a responsible and courteous manner.
  - Engaging in any activity that is deliberately offensive or creates an intimidating or hostile environment is prohibited.
  - Displaying or printing materials that violate the Municipality of Anchorage policy on sexual harassment are prohibited.
  - It is a violation of federal law to knowingly receive visual depictions of minors engaged in sexually explicit conduct.
    - Anyone who does so is subject to federal criminal prosecution under the *Protection of Children against Sexual Exploitation Act of 1977 (18 USC 2252).*

RESPONSE TO VIOLATIONS
- Illegal activities or activities that interfere with or disrupt the network, users, services, or equipment are prohibited and not protected by the library's privacy policy.
- We do not routinely monitor public computers but reserve the right to do so when a violation of this policy or illegal activity is suspected.
- Staff is authorized to take immediate action to protect the security of computers and the network and to enforce all computer/Internet/Wi-Fi rules.
  - This includes confiscating any removable media, requiring a user to leave a computer or the premises, and contacting law enforcement.
- *Failure to comply with all laws, policies, and procedures may result in loss of computer privileges, library privileges, or prosecution in some cases.*

INTERNET POLICY
The Internet provides access to a wealth of information far beyond our physical collection. Much of the information can be valuable and enlightening; however, some materials are unreliable, personally offensive, or illegal. APL cannot police a global network. As such, each individual user must be responsible for their own activities on the Internet and for the activities of any minor children they are responsible for. APL does not provide privacy screens and no expectations of privacy is guaranteed.

All public access computers are filtered. You may opt for an unfiltered session if you agree to the library's regulations and are over 18.   Persons requesting unfiltered sessions are responsible for preventing access by anyone 17 or younger.

CONFIDENTIALITY AND PRIVACY
- When a computer session ends, all information about that session is ordinarily deleted. APL erases all patron use records except those essential for library business operations.
  - APL does not retrieve any information including websites visited, passwords, credit card numbers, or any other information a patron has entered.
  - APL will release records, including those relating to Internet usage, only as required by law.

CHILDREN AND THE INTERNET
- To comply with federal regulations, all public access computers at APL are filtered.
- Although filtering software aims to block access to objectionable sites, it cannot block all objectionable sites and it sometimes blocks useful sites.
- APL upholds and affirms the right and responsibility of parents, guardians, or caregivers to determine and monitor their children's use of library materials and resources including the Internet.
  - Library staff is available to help identify and locate resources to help parents, guardians, and caregivers oversee their children's use of the Internet.

MUNICIPALITY OF ANCHORAGE AND APL'S ROLE

- Staff is available to provide assistance identifying sites and to help with issues specific to the library's procedures, e.g., how to print or reserve a computer.
  - Staff will provide this assistance as time allows.
- The Municipality of Anchorage, APL, and their Internet service providers do not control and are not responsible for Internet content.

WIRELESS NETWORK ACCESS

APL offers wireless Internet access in all its libraries. *By using our free wireless service (Wi-Fi), you agree to abide by the library's Internet use policy and APL Code of Conduct.*

- The library's wireless network is public and not secure. Use of APL Wi-Fi is entirely at the risk of the user.
  - By choosing to connect to APL Wi-Fi, you signify understanding that there are risks associated with use (e.g., sensitive personal information being compromised and/or potential damages to your hardware or software caused by electric surges, security issues, or consequences caused by viruses or hacking).
  - APL disclaims all liability for loss of confidential information or damages resulting from intentional use of APL Wi-Fi.
- Library staff can provide general information for connecting your device to the wireless network, but cannot troubleshoot problems related to your wireless device or assist in making changes to your device's network settings and/or hardware configuration.
  - The library cannot guarantee that your device will work with the library's wireless access points.

Recommended for approval by the Library Advisory Board and approved by Mary Jo Torgeson, Library Director.
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