



Hillsboro Public Library

Technology Policies

Computer and Internet Policy

Eligibility

Patrons who already have a library card are free to use our computers and internet access without providing a donation. Reciprocal Borrowing Patrons are also free to use the computers without providing a donation upon proof of a valid library card.

Exception: Any patron who has over \$3.00 in fines, is not allowed to use the computers. Adults who do not have a library card (or those who are considered non-residents) are *highly encouraged, but not required* to pay a small computer donation.

Disclaimer: The library reserves the right to ask patrons if they have a valid library card when using the computers so the staff knows whether to ask for the donation or not.

Computer Donations

For patrons that are considered "non-residents," we ask for a \$2.00 voluntary donation to help pay to maintain our computers. It is very expensive to update and maintain computers, so we have decided to continue the donation at this time.

Children 14 and Up

Children 14 and older may use the computers without an adult present, but must have a signed waiver by the parent on file.

Children 13 and Under

Children 13 and under need to have an adult with them to use the computers to protect them from inappropriate or malicious content.

Children's Computer

Only children and their guardians will be allowed to use the computer in the children's area. A firewall will be placed on this computer to protect children from inappropriate content (including, but not limited to words, images, videos or social media) for children. Adults should use the computers in the computer lab because they may not be able to access some content on the children's computer due to the firewall.

Disclaimer

Please be aware that our computers do not have firewalls to block potentially offensive or inappropriate content except on the children's computer, nor is the library responsible for any content on the internet. In addition, the director and staff are unable to monitor children on the computers at all times, so it is the parent's responsibility to monitor, supervise, and teach internet safety.

Computer Sign-In

Everyone, including children or their guardians are required to sign the date, their name and the time they enter the library when using the computers. The library uses this list to report how many visitors have used the library computers each month. Once this report is made, the sign-in sheets are shredded to protect patron privacy. The library also requires a sign-in for safety reasons in case of an emergency, or inclement weather.

Volume

Patrons are responsible for providing their own headphones or earbuds. The volume on the computer, headphones or earbuds is not to exceed to a degree that may disturb other patrons or computer users.

Monitoring and Inappropriate Content

The library has the right to walk around and monitor the use of the computers. This is a public facility in which elderly, families, children and people of all ages visit and we do not allow patrons to visit websites with inappropriate content. If a patron is found to be on an inappropriate site, the director reserves the right to ask that person to leave for the day and try again another day. For repeat offenses, it is the director's discretion to revoke computer privileges.

The director also has the right to monitor the use of the computers by the employees. No employee ever is allowed to visit an inappropriate website and there are severe consequences for doing so.

Accommodations for Physically Disabled Patrons

Patrons who are physically disabled will be accommodated by being allowed to use the secondary staff computer at the circulation desk or the genealogy computer. All staff are expected to give up the secondary staff computer at the circulation desk to accommodate a patron or elderly who cannot physically use the computers downstairs except in the event that the main staff computer is not working properly.

Genealogy Computer

Walk-ins are always welcome to use the genealogy computer, but priority for the genealogy computer is given to patrons for genealogy research, a program, or to accommodate a physically disabled patron. The director or staff reserves the right to ask you to save your work and move to another computer so that it can be used for genealogy.

If you need to use the genealogy room for work, or private study you must make a reservation in advance otherwise the library has the right to allow researchers to use the microfilm machine while the computer is used or ask you to use another computer.

Computer Assistance

Computer assistance is always available to patrons, however the director and staff cannot guarantee the amount of time spent on any one question or issue depending on the traffic or director's schedule that day. For further assistance we recommend a one-on-one lesson or appointment with the director.

Evaluation

The library board will be responsible for evaluating this policy every year or every two years as technology rapidly changes.

Date: Proposed 10/16/2018, Approved 10/16/2018 , Updated & Approved 12/19/2023



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Student Computer Waiver

Minors 14 and Up

Minors 14 and Up are allowed to use the computers without an adult present with a signed consent waiver from the parent or guardian.

Disclaimer

The director and staff are unable to monitor children on the computers at all times, so it is the parent's responsibility to monitor, supervise, and teach internet safety.

By signing this waiver, you are consenting to let your child use the computer unmonitored and unsupervised. Therefore, the undersigned also understands and acknowledges that the library is not responsible for inappropriate or mature content accessed by the student, nor is the library responsible for the privacy or safety of the child.

Damages:

The undersigned also agrees to pay for any damages to the computer or equipment caused by the student.

Student's First and Last Name

Parent or Guardian Name (PRINT)

Address:

Phone Number

Email:

Parent or Guardian Signature
