

Computer & Internet Use Policy

Approved by the York County Library Board of Trustees on December 1, 1997

Last revised by the Library Board of Trustees on January 9, 2025

York County Library (YCL) complies with all federal and state laws with regard to filtering content on public library computers, Wi-Fi, and all other required laws. It is understood that filtering software is not perfect and that if questionable content according to those laws can be accessed, all best efforts will be made to meet compliance. Similarly, filtering software may inadvertently block a legitimate website; in these cases, an adult 18 or over may request the site be unblocked.

The Library does not restrict access to any information because of the origin, background, or views of the author.

Adults 18 and over with a YCL library card or a valid picture ID that shows York County residence in lieu of their card are welcome to use the public library computers. Children and teens 17 and under are also welcome to use a computer by showing a YCL library card. In lieu of their card, children and teens are permitted to answer an identifying question that allows staff to confirm they have a library card in the system.

Children and teens 17 and under must have permission from their parent or legal guardian to access the Internet. Permission is given when the child or teen is signed up for a library card. Children ages 10 and under must be accompanied by an adult 18 years or older while using the public library computers.

Rules of Use:

- Standard public computer use is set to three hours per station; if there are no reservations made on the computer being used, time will extend automatically.

- The Express computers (select branches only) are set to 15 minutes per station; if there are no reservations made on the Express computer being used, time will extend automatically.
- All public library computers will shut down automatically 15 minutes before the library closes.
- Users of the Internet or Wi-Fi will be presented with the York County Library Internet Acceptable Use Agreement each time they log in.
- Because of limited space and chairs in the assigned computer areas, the preferred practice is to have only one user per computer. It is understood that there are situations where the user needs assistance from friends or family to complete applications, forms, homework, etc. In that case, if one is available, a chair may be borrowed. If another user needs a chair for their session, it must be returned to the workstation.
- It is understood that if a user needs help — from someone they bring with them or from someone over the phone — they may talk while at the computer but must keep the conversation low out of respect to other users.
- Personal phone conversations must be short and quiet; longer conversations should be taken outside of the building.
- Earbuds are required when the user needs to listen to something on the computer. Users may bring their own or purchase a pair from the Library.
- Staff are available to provide general help to computer and Wi-Fi users; due to the demands on staff in other areas of their job scope, more time-intensive help may not be possible to give.

- Documents may not be saved to the computer; flash drives may be purchased from the Library for this purpose.
- The Library is not responsible for any loss of work due to uncontrollable forces. such as, but not limited to, software glitches, computer shutdowns, or power outages.
- With regard to Wi-Fi, as with most public networks, the Library's connection is not secure. Users should use caution when considering using it for any transactional purposes.
- Paper for printing is provided by the Library; to prevent potential damage to the printers, no alternative paper may be used.

Violations:

Violations of the Internet Acceptable Use Agreement may result in ending the user's session, the loss of computer privileges, or, in extreme cases, the loss of library privileges.

Computer users may not:

- Damage or attempt to damage equipment or software.
- Alter or attempt to alter software configurations, or delete software.
- Assist another person with bypassing web filtering technology.
- Attempt to gain unauthorized access to or cause disruption of the Library's computer system or any other computer system.
- Violate copyright laws or software licensing agreements.
- Install personal software programs on computer workstations.
- Create bookmarks, favorites, or icons on Library computers.
- Display or send obscene (as defined by South Carolina Code of Laws 16-15-305) images, messages, or files.
- Violate local, state, or federal laws or regulations, or software agreements.