



Computer Use Policy

1. Use of the computer will be on a first come, first serve basis. Library users will get an initial 45 minute period on the public computers, as the Library's operating hours permit. Library users are welcome to use the public computers until a waiting list develops. Time limits will be enforced when this occurs.
2. Library staff reserves the right to limit use of external software and hardware.
3. Software downloaded from the Internet may contain computer viruses. Every user is responsible for maintaining virus-checking software of his/her home computer. The Willoughby-Eastlake Public Library is not responsible for damage to any user's storage device or computer, or any loss of data, damage or liability that may occur from patron use of the Library's computers.
4. Access to various sites on the Internet may be difficult at times, for the following reasons:
 - There may be too many visitors on the site and the host computer has limited or closed access
 - The host computer has changed its address or has closed down
 - The Library's Internet connection may be inoperable due to technical difficulties; these are corrected as quickly as possible.
5. Library staff will be glad to assist customers in using the public computers. Because of the many applications available on the public computers, Library staff may not always be familiar with specific programs customers wish to use. In these cases the patron is responsible for learning how to use the program, Library staff cannot provide technical instruction. Also, Library staff cannot type up documents for individuals.
6. If customers experience any problems with the computer or programs, they should notify library staff immediately.
7. The Library provides free access to the Internet as part of its mission. Misuse of the computer or Internet access will result in the loss of computer privileges. Examples of unacceptable use (some of which may also have legal consequences) include but are not limited to the following:

- Harassment of others
- Destruction or damage to equipment, software, or data belonging to the Library or other customers
- Disruption or unauthorized monitoring of electronic communications
- Unauthorized copying of copyright-protected materials
- Violation of computer system security
- Unauthorized use of computer accounts, access codes, or network identification numbers assigned to others
- Violation of software license agreements
- Violation of network usage policies and regulations
- Violation of another's privacy

8. The library maintains wireless access points in the public areas of some or all library buildings for customers to access the Internet with their own laptop, PDA or other mobile device. Customers using the library's wireless network must comply with all library policies and all applicable local, state and federal laws.

There is no cost for this service. Printing from the wireless network is not available. Library customers are responsible for providing and configuring their own wireless equipment. Instructions are provided on the WEPL Website for accessing the wireless network. The library cannot be responsible for lost or stolen personal property, including mobile equipment. Laptop computers or other personal property should not be left unattended in the library.

9. Library customers may not send, receive or display text or graphics that may be construed as obscene under Section 2907.01 of the Ohio Revised Code.

10. Use of the Internet by juvenile is governed by The Ohio Revised Code, Section 2907.31 which prohibits dissemination of harmful materials to juveniles.