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LIBRARY TECHNOLOGY USE POLICY

The Newark Public Library welcomes all patrons in good standing to use its public computers and other devices. Any patron with a valid OWWL card owing a balance of less than \$5 is considered to be in good standing. A current, valid OWWL library card is required. Additionally, minors under the age of 14 are required to have the signature of a parent/guardian with a valid OWWL card in good standing in order to borrow any material requiring a Technology User Agreement. Patrons are not permitted to log in to library computers using library cards belonging to others.

Guest Passes

Out-of-town visitors are welcome to use the Internet computers and can check out a computer using a visitor's pass.

Patrons who do not have an OWWL library card can be issued a one-day guest pass. If you plan on using the Internet computers frequently, please get a free OWWL card.

Patrons who forget their library card can show a valid photo ID and ask for their card number and pin.

Children and the Internet

The use of the Internet by children and young adults is the responsibility of the parent, legal guardian or caregiver. It is their responsibility to provide the necessary supervision to ensure that the children's use of the computer and the Internet is done in an appropriate and safe manner, including the proper use of the computer hardware. The library staff cannot act as a censor or substitute parent for children or young adults. A child may only use the internet if his/her parent or legal guardian has signed for "Internet Access Approval" on the child's library card application.

Laptop Use

Library patrons must have their library card with them to borrow a Newark Public Library laptop. All patrons wishing to borrow a laptop must have a signed technology use agreement on file at the library. Children 14 and under must have a parent or legal guardian sign the technology agreement.

Children and Teen Area Computers

Computers in the Teen and Children's areas of the library are for the use of patrons age 18 and younger only.

Adult Area Computers

Computers in the upstairs adult section of the library are for the use of patrons age 18 and over only.

Inappropriate Use

Sessions may be terminated at the discretion of the library staff or computer privileges revoked for inappropriate use of services. Inappropriate use includes, but is not limited to: viewing material that is offensive to other library users, use of equipment in such a way as to damage it, loud or disruptive behavior, or attempting to alter the system settings or configurations.

Wireless Access

The Library provides wireless Internet (WiFi) access as a free public service. Users of the Library's WiFi must comply with all guidelines in the Library's Computer Use Policy, as well as with any procedures developed by Library staff.

Users are responsible for setting up their equipment to access Newark Public Library's WiFi network. Library staff can only provide limited technical assistance and neither the Library nor the staff will assume any responsibility for personal hardware configurations, security or changes to data files resulting from connection to the Library's WiFi network.

Patrons should be aware that, as with other public WiFi networks, the library's WiFi is not secure. Any information transmitted may potentially be intercepted by another computer user.

3D Printing

The Library's 3D printers are available to the public to make three-dimensional objects in plastic using a design that is uploaded from a digital computer file.

- I. The Library's 3D printers may be used only for lawful purposes. The public will not be permitted to use the Library's 3D printers to create material that is:
 - a. Prohibited by local, state or federal law.
 - b. Unsafe, harmful, dangerous or poses an immediate threat to the well-being of others. (Such use may violate the terms of use of the manufacturer.)
 - c. Obscene or otherwise inappropriate for the Library environment.
 - d. In violation of another's intellectual property rights. For example, the printers will not be used to reproduce material that is subject to copyright, patent or trademark protection.
- II. The Library reserves the right to refuse any 3D print request.
- III. Cost: 3D printing is \$1 for each ½ hour of printing. Patrons will pay in advance.
- IV. Items printed from Library 3D printers that are not picked up within 7 days will become property of the Library. Items must be picked up by the individual who printed them.
- V. Only designated Library staff, volunteers, and patrons who have gone through a training and signed an agreement form will have hands-on access to the 3D printer.

Adopted by the Newark Public Library Board of Trustees June 12, 2013

Amended September 2014

Amended August 13, 2015

Amended May 4, 2017

Amended June 8, 2017