

## TECHNOLOGY POLICY

### A. PURPOSE

The Durham County Library offers access to computers, the Internet, mobile devices, hotspots, 3D printers and other electronic resources to provide users with informational, educational, recreational and cultural resources beyond those contained in the library's print collection. The purpose of the Technology Policy is to establish regulations regarding both computer and technology use and Internet access at the Durham County Libraries.

### B. POLICY STATEMENT

#### Computer Use Guidelines

- 1) Customers may sign in to public workstations with a Durham County Library card or a Durham County Library Computer Use card. A PIN is required to sign in to a public workstation. Computer Use cards are available to residents of Durham County or non-residents, regardless of age.
- 2) The library staff may limit individual computer use time as demand necessitates.
- 3) Customers must have their Durham County Library Card or Computer Use Card to access computers. Library cards may be replaced for a \$1.00 fee.
- 4) Downloading files to acceptable personal storage media, such as a USB Drive, is permitted.
- 5) Customers are responsible for all printing costs.
- 6) Computers automatically logoff after 10 minutes of inactivity.
- 7) Unused reservations will automatically be cancelled 10 minutes after the session begins.

#### Computer Use by Minors

- 1) Parents/legal guardians are responsible for deciding which library resources are appropriate for their own children under age 18.



- 2) As with other library materials, restriction of a child's access to the Internet is the responsibility of the parent/legal guardian.
- 3) Durham County Library complies with the Children's Internet Protection Act (CIPA). All public workstations and mobile devices are equipped with filtering technology designed to prevent access to materials which might be reasonably construed as being either obscene or child pornography, or to materials which might otherwise be construed to be harmful to minors. The Durham County Library cannot guarantee that all such material will always be blocked.

### **User Responsibilities**

The Durham County Library cannot assure privacy or security and assumes no responsibility for any damages, direct or indirect, that may occur from the use of its electronic resources or hotspots. Use of the Durham County Library's computers, hotspots, or wifi for purposes contrary to state or federal laws or in a manner that violates Durham County Library's Courteous Conduct Policy will not be allowed. Such violations may include, but are not limited to:

Intentionally displaying, sending, or receiving inappropriate materials in any format that may be reasonably construed as obscene, child pornography, or harmful to minors (G.S. 14-190.1). Propagating malicious or harmful software. Unauthorized copying of copyrighted material.

Attempting to access unauthorized files or systems.

### **Personal Mobile Devices**

Durham County Library staff are committed to providing excellent customer service and assisting our customers with using Durham County Library's electronic resources and apps on their mobile devices. Durham County Library staff cannot assure privacy or security and assume no responsibility for any damages, direct or indirect, that may occur from the use of electronic resources or from assisting customers with their personal devices.



## **3D Printing**

Durham County Library is committed to bridging the digital divide and making technologies like 3D printing available to our community. Durham County Library 3D printers cannot be used to do the following:

- 1) Create items that are not allowed by local, state or federal law.
- 2) Create items that are in violation of Durham County and Durham County Library policies
- 3) Create items that are unsafe, harmful, or pose a threat to others
- 4) Create items that are obscene, vulgar, or inappropriate
- 5) Create items that are in violation of intellectual property rights.

3D prints will be reviewed by Durham County Library staff prior to print, and the Library reserves the right to refuse any print file submitted. Durham County Library assumes no responsibility for faulty prints that are a result of incorrectly constructed 3D print files by the customer. Durham County Library staff will print the file as submitted. It is the responsibility of the customer to ensure the file for their 3D object fits within the Durham County Library 3D printer size specifications.

The Durham County Library cannot assure privacy or security of 3D prints, and assumes no responsibility for any damages, direct or indirect, that may occur from the use of a 3D printed object.

### **C. POLICY VIOLATIONS**

Failure to abide by the Computer Use policy may result in loss of library system privileges, financial responsibility for damaged equipment, being banned from library premises, and/or criminal prosecution.

### **D. APLICABILITY**

This policy applies to all computer usage and Internet accessibility in all Durham County Library facilities.



## E. RESPONSIBILITY

It is the responsibility of all library staff and facility supervisors to understand this policy fully so as to ensure its fair and equitable application. Interpreting and enforcing the Computer Use Policy on a daily basis is the responsibility of all library employees who interact with customers. It is the responsibility of the Technology Management Administrator and Deputy Director, with the advice of the Board of Trustees, to interpret, monitor, and recommend updates to the policy. The Library Director is the final authority in regards to enforcing this policy.

### Appendices:

Durham County Library Courteous Conduct Policy  
American Library Association Library Bill of Rights  
Access for Children and Young Adults to Nonprint Materials: An Interpretation of  
the Library Bill of Rights  
CIPA

Effective July 2021

A handwritten signature in blue ink that reads "Tammy Baggett".

Tammy Baggett  
Library Director