

Fairfax Community Library Digital Use Policy

Part of the Fairfax Community Library's mission is to serve its community by providing resources to gain knowledge. Unfiltered access to the internet is available to all patrons. The library provides access to digital resources using computers, internet, wireless internet service and other digital devices.

Responsibilities of Library Staff

Library staff is not responsible for monitoring any patron's use of the library's digital resources, except for the length of use of equipment. The library staff cannot provide in-depth support or training for computer users. Loss of a patron's time, work, or property due to equipment malfunction shall not be the responsibility of the library. The library reserves the right to terminate an internet session that disrupts library services or that involves user behavior that violate the libraries **Code of Conduct** policy.

BFA Fairfax Student Use

During school hours, BFA students must abide by the Bellows Free Academy Computer Acceptable Use Policy. From 2:45 PM until closing, on Saturdays, and during vacations, students must abide by the Fairfax Community Library Digital Use Policy.

Community Patron Digital Use

Each patron is responsible for his or her own use of digital resources. The library acknowledges the right and responsibility of each parent/guardian, *not library staff*, to guide and monitor their child's (under 18 yrs.) use of all the library digital resources.

To provide access to all, there is a one-hour time limit for use of computers. When others are waiting, the person who has been using the computer the longest may be asked to sign off.

When listening to music, narration, or videos, patrons are asked to keep the volume low, or use headphones.

Patrons are asked to not consume food or drink while using computers.

Unacceptable Uses of Digital Resources

1. Downloading of software by patrons is prohibited
2. Damaging computers, computers systems, computer furniture or computer networks.
3. Use that is fraudulent, unlawful, or malicious purposes, including but not limited to: hacking, transmitting a virus or worm, transmission of unlawful material, unauthorized access, use or dissemination of personal identification information, or harassment of an individual, business entity or group of individuals.
4. Use of computers for private business ventures.
5. Use of public computers for violent computer games.

Violation of Policies

Violation of the Digital Use Policy or Student Acceptable Use Policy, or use of computers for illegal activities may result in suspension or termination of digital privileges. Any patron who willfully violates use policies by damaging library digital resources, will be responsible for any repair costs incurred.

Privacy

The Fairfax Community Library is committed to the privacy of its patrons. Computers can store temporary and permanent data; therefore, users should be aware that it is not always possible to maintain privacy on library computers.

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