

Oakland County Library Public Computer Usage Policy

1. To the extent applicable, this policy is governed by the Oakland County Electronic Communication Policy. The Oakland County Library (“Library”) and Oakland County’s Department of Information Technology do not guarantee that the computer equipment will always work or that the internet connection will always be available or operating at high speed.
2. The Library uses session management software on the public computers. A computer card is used to access and validate a computer session. If you need a card, please come to the information desk. Cards only validate sessions. They are not associated with the activity that results from the session. All card information is purged from the computer system at the end of the day.
3. The Library does not guarantee any expectation of privacy with regards to the computer equipment or its use.
4. Thomson Reuters is responsible for the utilization of the Westlaw program. The Library and the Department of Information Technology are not responsible for this entity or any other owners of proprietary software used to perform research.
5. Library staff is not able to instruct patrons in the use of the computer, printer and scanner, MS Office software, efile* and email programs.
6. Patrons are not able to install any computer programs or software on the computers. No material can be saved on the Library’s computer hard drives.
7. Patrons are responsible for using their own output devices, such as flash drives, to save their own documents. The Library cannot supply these free of charge. Should a patron need to obtain an output device, it may be purchased at the information desk.
8. Patrons should SAVE their files often as they work. Files cannot be saved to the hard drive of the computer and must be saved on the patron’s output device. Please note that should the patron lose their data due to a session time-out, shutdown or power failure, Library staff is not able to restore lost computer files. The Library and the Department of Information Technology accepts no responsibility for any loss of data.
9. All public computers use virus and malware software. The Library and the Department of Information Technology accept no responsibility for computer viruses or spyware resulting from patron output devices such as flash drives, or from patron internet and email activity.

10. Patrons cannot gain unauthorized access to any computing, information or communications devices or resources while using the Library's computers.
11. Patrons cannot interfere with or disrupt other users.
12. Patrons cannot damage, alter, or degrade computer equipment, peripherals, software or configuration.
13. Patrons are charged 15 cents per printed page and are responsible for all they print.
14. In the interest of serving all our patrons the Library reserves the right to set time limits on workstations. The current time limit is 6 hours per day. Patrons must vacate a computer when asked to do so by Library staff.
15. Library staff have full authority to designate certain computers for specific purposes (for example, legal research) in order to manage access to limited resources.
16. If a patron's behavior becomes disruptive, the Library reserves the right to end the session.
17. Patrons shall not engage in illegal activities as defined by local, state or federal law or any other malicious activities intended to disrupt or dissemble computer network services or equipment.
18. By using this computer, the patron agrees to abide by the policies and rules outlined above.
19. This policy has been approved by the Oakland County Library Board and may be modified at any time at the Board's discretion.

-- Adopted by the Oakland County Library Board, March 28, 2012

-- The Oakland County Library Board is authorized to adopt this policy pursuant to MCL 397.302