Law Library Technology Policy: Library Computers

The Law Library's mission is to provide access to legal information. In support of this mission, the Law Library has public computer terminals that patrons may use to research the law, complete legal forms, and prepare legal documents. Library computers must be used in accordance with the Law Library Technology Policy and with the Law Library Rules of Conduct.

Please notify library staff immediately if there is a problem with a library computer.

Categories of Library Computers

There are two types library computers available for patron use: **Research Computers** and **Internet Computers**.

Research Computers

Research Computers are reserved for researching the law, completing legal forms, and preparing legal documents. The Law Library subscribes to various costly legal databases. Only these subscription databases, government websites, and pleading paper are accessible to patrons from the Research Computer menu. General Internet searching is not available or permitted from the Research Computers. Library staff will terminate a computer session if a patron attempts to access an unauthorized site.

- To protect the security and integrity of the library's computer network, a **Law Library Card** is required to sign-on to a Research Computer.
- Patrons may obtain a Law Library Card free of charge at the Reference Desk by completing a registration form and presenting a current photo ID.
- A Law Library Card entitles a patron to **2 hours/day** of time on our Research Computers.
- Patrons with a Law Library Card who require more than 2 hours of time on a Research Computer in a given day may purchase **additional time in 1-hour increments** at a cost of **$5.00/hour.**
- Accessing a library computer without a Law Library Card is prohibited.
- Patrons may not use a Law Library Card registered to another person.
- Library staff can provide patrons limited one-on-one instruction in the use of the library's subscription databases, not to exceed 10 minutes.

Internet Computers

Internet Computers offer unrestricted Internet access and may be used by patrons to check their email, print documents, or for general Internet searching.

- A **20-minute Internet Ticket** is required to sign-on to an Internet Computer.
- Patrons may obtain **one 20-minute Internet Ticket/day** at the Reference Desk.
- To receive an Internet Ticket, a patron must present **valid photo ID** and sign their **full name** on the Internet Sign-in Sheet.
- Users are expected to use the Internet with minimal guidance from library staff.
- Internet Computers may not be used for any illegal purpose.

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Rules Applicable to All Library Computers

- Computer workstations may not be used as general study tables. A patron must be signed on to an active computer session to sit at a computer workstation.

- Users of the public computers are not permitted to bypass the login menus.

- No more than **two people** may use a computer together and only if they do not disturb others.

- Conversations between individuals across computer work area dividers or situated more than four feet apart are presumed to be disturbing to others.

- Library users are not permitted to recharge cell phones or other personal electronic devices on library computers or outlets, or to unplug library equipment.

- Peripheral devices (printers, CD-ROM drives, cameras, keyboards, scanners, etc.) may not be attached to library computers or plugged in at computer workstations.

- Patrons may not install software on library computers or run any programs from outside storage devices or CD-ROMs. Patrons may not alter, damage or disrupt library computers, computer networks or printers.

- Computers cannot be reserved by placing your possessions at a computer workstation. Unattended items will be removed so others may have access to the computer.

- Patrons must confine their personal and research materials to their immediate work space and cannot intrude upon the work space of another patron.

- Patrons must promptly move their belongings at the end of their computer session so that others may use the computer. Delay in doing so constitutes interference and obstruction and is considered a nuisance to others. Unattended items may be confiscated and destroyed.

- A message will appear on the computer screen to notify the patron that **five minutes** are left in their session. At the end of the session, users' work is automatically deleted, unless it is saved on a flash drive before the session ends. Flash drives may be purchased at the Reference Desk.

- To allow for printing problems and/or staff assistance, patrons should begin saving or printing their work while adequate time remains in their computer session.

- The library is not responsible for any lost data or damages arising from computer, Internet, printer, or electrical malfunction.

- All computers and printers automatically shut down **15 minutes** before the library closes. All prints must be retrieved and paid for prior to 15 minutes before the library closes.

- By using library computers, each user acknowledges and assumes all responsibility related to the security, privacy, and confidentiality risks inherent with the use of technology. The Law Library does not make any assurance or warranties relating to such risks.

- Misuse of library computers may result in the termination of a computer session or loss of privileges.

- Illegal acts using library computers may be subject to local, state, or Federal prosecution.

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