

## Printing & Downloading

Black and white printing from the computers is available at 10 cents per page, and color printing is available at 50 cents per page.

Documents that are saved to the computer are deleted when a session is interrupted or ended. Individuals are encouraged to save their work to a Flash Drive. For your convenience Flash Drives may be purchased at the Circulation or Reference Desks.

## Headphones

The Reference area does not supply headphones for the computers, but personal headphones may be used. Headphones may be purchased at the Circulation or Reference Desk.

The Youth Services area has headphones for children 12 and under to check out at the Youth Services Desk to use on the Youth Services educational computers. Personal headphones may also be used.

## Visit the Library's Web Site

The Library's web site, [www.jcpl.net](http://www.jcpl.net), is designed to offer easy and convenient access to a broad range of Internet resources. The Library's complete Internet Access Policy is available on our web site or at the public service desks.

## Johnson City Public Library

100 West Millard Street Johnson City, Tennessee 37604  
423-434-4450 [www.jcpl.net](http://www.jcpl.net)

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# Johnson City Public Library

## Guide to Internet and Computer Use

Have fun exploring the Internet at the Library, but please remember that many times you will find the specific information you need right here, in our books, periodicals, online databases, and Reference collections.



Due to the constantly changing and expanding nature of technology, Library staff may not be familiar with every aspect of the Internet and software programs. If you do not have computer skills, bring someone to help you set up an e-mail account, or access personal or financial information. The Library cannot be held responsible for the content of the Internet, or for any damage or liability that may occur from use of the Library's computers.

## Internet Safety

Internet users should use caution in their use of electronic mail, chat rooms, and other forms of direct electronic communications, as these forms of communication can expose them to dangerous situations. Children, in particular, should never disclose personal information, such as name, address, school, and telephone number to strangers on the Internet, and they should not agree to meet people they have communicated with on the Internet without the permission of a parent or guardian.

## Internet Access & Software

Internet access, word processing, and additional software are provided in the Reference area on the 2<sup>nd</sup> floor for adults and teenagers of the age 13 years and older. Reference area computers may be used for 60 minutes per day by library card holders. Visitors from out of town may obtain temporary access at the Reference Desk. Due to space limitations, computer stations are limited to no more than two people at a time.

Children of the age of 12 years and under have access to computers with Internet, educational software and word processing in Youth Services. Young adults between the ages of 13 to 18 years and adults with children present have access to additional computers with Internet and word processing capabilities. Youth Services computers may be used for 60 minutes per day by library card holders. Visitors from out of town may obtain temporary usage at the Youth Services Desk.

Parents/guardians, not the Library or its staff, are responsible for the Internet information accessed by their children under the age of 18. Parents/guardians should be aware that the only way to monitor their children's Internet use is for the adult to be present at the computer. While using the Library or its Internet access, children 10 and under must be accompanied by a parent/guardian or an adult caregiver.

## Internet Filtering

The Library uses filtering software or other technology protection measures on all Library computers with Internet access in compliance with the Children's Internet Protection Act of 2000. Filters are required to prevent minors from accessing visual depictions that are obscene, child pornography, or harmful to minors.

The Library makes no claim that its filtering software is foolproof. Filtering software diminishes the likelihood that users will inadvertently retrieve text or images that they may find offensive, but does not eliminate that possibility. Filters may block sites that users would consider both inoffensive and useful. People aged 18 and older may ask a library staff member to disable the filters for bona fide research or other lawful purpose.

## Internet Use Guidelines

Users are expected to utilize the Internet in a responsible, ethical manner, consistent with the Library's educational and informational purposes by:

- Complying with the Library's posted Code of Conduct, including using courtesy with regard to cell phones.
- Not permitting someone else to use your library account or password to access the Internet
- Refraining from illegal or unethical use of the Internet, including viewing any material which depicts nudity, sexual contact, excess violence and which is harmful to minors per the Tennessee Code Annotated 39-17-911 (Appendix A)
- Using the Library's computers for Library designated purposes only
- Not abusing or misusing Library computers or any other equipment; changes are not allowed to the setup or configuration of the software or hardware
- Respecting intellectual property rights by making only authorized copies of copyrighted or licensed software or data residing on the Internet
- Respecting the privacy of others by not misrepresenting oneself as another user; by not attempting to modify or gain access to files, passwords, or data belonging to others; and by not seeking disallowed access to any computer system via the Internet
- Not altering or damaging software or data residing on the Internet
- Not deliberately creating or spreading computer worms or viruses

## Violation of Guidelines

The Library reserves the right to request users to discontinue use of the computers if these guidelines are not being followed. Computer privileges may be temporarily or permanently suspended by Library staff upon violations.

Destruction or theft of computer equipment, or the breaking of other state or federal laws will result in the permanent forfeiture of the privilege of using the computers or the Library.

Patrons may appeal suspension of computer privileges to the Library Director. If not satisfied with the Library Director's response, patrons may then appeal to the Library Board.