

Deer Park Public Library Adult Tech Lab Policy

The primary purpose of computers throughout the library is for information and research. Internet filtering software is used throughout the library, including the Tech Lab. It is contrary to Library rules to access materials that are obscene, pornographic, or otherwise sexually explicit. In addition, viewing, displaying, or printing explicit graphical images is in violation of Texas Law: PC 43.24. All patrons using the Tech Lab must abide by the Deer Park Public Library Computer and Internet Use Policy, which can be accessed online.

1. The Tech Lab may be used by a patron 18 years or older. Patrons will use their Library card or request a Guest Pass from the Reference Desk to access computers in the Tech Lab.
2. Computers in the Tech Lab are available on a first come, first serve basis for a maximum period of two (2) hours with the following exceptions:
 - a. Computers must be shut down thirty (30) minutes before the library closes. Specifically, the Tech Lab computers will shut down at the following times: Monday and Wednesday by 5:30 pm, Tuesday and Thursday by 8:30 pm, Friday and Saturday by 4:30 pm.
 - b. Computers in the Tech Lab may not be accessed later than thirty (30) minutes before the library closes.
 - c. The Tech Lab will be unavailable during library programming. Library staff will determine what time the Lab will close and re-open. Users will be provided notice of the closure time and must leave the lab promptly when asked by staff to do so.
3. Computers in the Tech Lab are designed to be used by one person at a time.
4. Operate the equipment with respect and care. Vandalizing Tech Lab equipment is strictly prohibited.
5. Talking on cell phones is not permitted in the Tech Lab. Please turn off your phone ringer while you are in the library.
6. Audio and video files must be listened to with headphones, and the sound level cannot be loud enough to be heard outside the headphones. The Library does not provide headphones.
7. The Tech Lab may not be used for any commercial purposes.
8. Food and drinks (including candy and gum) are prohibited inside the Tech Lab.
9. Do not touch the instructor laptop or projector remote control.
10. The Library staff may enter the Tech Lab at any time.

11. Library staff is able to offer searching suggestions and answer some questions; however, they cannot provide in-depth training on Internet and personal computer use.
12. In order to save information or documents a patron may save to a personal USB drive or print the information. Patrons with a Library card may print to either the library black and white printer or to the color printer. Guest Passes do not allow the user to print. Each day the library allows fifty (50) cents of free printing or the equivalent of five free black and white copies or one color copy per library card. Additional black and white copies cost \$.10 per page. Additional color copies are \$.50 per page. In order to print more than the free pages allowed, patrons must add value to their account at the circulation desk. Printing costs are cash-only transactions. Please use the print preview feature as all pages printed must be paid for.
13. The library is not responsible for any objectionable material that may be found on the Internet while using a computer. Although Library Internet is filtered, no filter can block all possible questionable content
14. The Deer Park Public Library is not liable for damages to patron's personal data, removable media or equipment resulting from information copied from the Internet or computer. Information cannot be saved to the computer hard drive under any circumstances. All information is automatically erased when the computer is shut down. All computers will be shut down and wiped daily.

WARNING: Please be aware when downloading to your removable media that software of files downloaded from the Internet or from any unknown computer may contain viruses. Patrons should not assume the Deer Park Public Library computers have adequate virus checking software on them to protect data. The Library does not warranty against data loss or damage to your personal devices while using a Library computer, installed software and the Library connection to the Internet.
15. Computers may not be used for or to engage in illegal activities or to interfere with or disrupt other patrons, library services, or equipment. No federal, state or local laws can be violated with using a library computer.
16. No software may be downloaded or installed to the computers in the Tech Lab. No attempt to change the installed software or any computer settings is permitted.
17. If patrons experience problems with computer hardware or applications or have questions, they should ask for assistance from a staff member. The borrower will be held responsible for any damage to a computer from their attempt to troubleshoot a problem.

18. Tech Lab users are responsible for cleaning up after themselves and putting things in order. The Library is not responsible for any personal items left in the Lab.
19. The Library Director reserves the right to limit or regulate the use of Library equipment.
20. Violations of the Tech Lab Policy may result in the following consequences:
 - a. First offense – Denial of Tech Lab privileges for one (1) month.
 - b. Second offense – Denial of Tech Lab privileges for three (3) months.
 - c. Third offense – Permanent denial of all Tech Lab privileges.
 - d. Financial consequences – Repair costs, whether from negligent, reckless, or intentional damage, are the responsibility of the patron and such costs will be determined by the City of Deer Park IT Department.

However, patrons may lose privileges immediately if a staff member decides that the violation is serious enough. Please be advised that complaints of illegal activity or disruptive behavior will result in immediate remote shut down by staff. Reinstatement may be considered after a staff investigation of the complaint.