JB Andrews Library Policy: Computer and Internet Use   **1 Feb 2024**

1. Computers and Internet access are an essential part of how library patrons access, use, and share information. Likewise, the Joint Base Andrews (JBA) Library's network (computers, WI-FI, wired connections) is vital to support the MWR's mission, education, and quality of life. Patrons who use the JBA Library's network must understand limitations and restrictions apply. The objective of this policy is to promote fair, appropriate, considerate, responsible computer use, and to ensure the JBA Library's resources are not used for unauthorized or illegal purposes.

2. Access to the computers and the internet are considered essential library services and in accordance with the ALA's "Library Bill of Rights" and shall be made available to patrons regardless of origin, age, background, or views. To this point, as with all library material, the patron must accept responsibility for evaluating the content of the resources they listen to, view, or read.

3. No reservation is required to use a JBA Library computer. Patrons can use a JBA Library computer for as long as needed, though, the JBA Library Staff reserves the right to end a session if others are waiting.

4. JBA Library computers are programmed to shut off 30 minutes prior to closing. Personal devices can still be used until closing.

5. Prohibited uses of the JBA Library's network include but are not limited to:
    a. Behavior that violates local, state, federal laws or encourages others to violate said laws
    b. Uses that cause harm to others or damage to their property
    c. Uses that jeopardize the security of access of the computer network or other networks on the internet
    d. Behavior that violates the JBA Library's patron policy
    e. Viewing or printing materials deemed inappropriate or offensive to the general public
    f. Engaging in a for-profit business
    g. Gambling
    h. Activity deemed inappropriate by the JBA Library staff

6. Downloading or installing programs to any of the JBA Library computer's hard drives is strictly prohibited. In addition, patrons may not make changes to any computer that alters the system's functionality. Anyone who misuses, damages a computer, or engages in unauthorized activities may have their library privileges suspended, be prosecuted, and/or be held liable for damage to equipment.

7. Patrons who use the JBA Library's network must comply with the following disclaimer: "Official U.S. Government system for authorized use only. Do not discuss, enter, transfer, process or transmit classified or sensitive national security information with a higher sensitivity than that for which this system is authorized. Use of this system constitutes consent to security testing and monitoring. Unauthorized use could result in criminal prosecution."

8. The JBA Library is not responsible for lost work due to enforcement of this policy. Patrons should back up their work via the Cloud or a portable storage device such as a flash drive.