Astoria Public Library Internet Access and Computer Use Policy

Purpose

Astoria Public Library provides access to a variety of information resources, including those available through the internet. It is important that users realize the internet is a global entity with a highly diverse user population and information content; not all sources on the internet provide accurate, complete, or current information. It is up to the user to evaluate the validity of information found. It is also important to note that the library cannot completely restrict access to materials or protect users from materials they may find offensive.

Guidelines for Use

- Internet computers will not be used for illegal activity or to access illegal materials.
- Patrons must end their session and leave the computer when asked to do so by Library staff.
- Do not attempt to gain unauthorized access to restricted files or networks, or to damage or modify computer equipment or software.
- Respect others' privacy. Do not attempt to observe or comment on what others are viewing. Be aware that you are working in a public environment shared by people of all ages.
- Stop viewing any site that creates a hostile environment for other library users.
- Use headphones when listening to audio content and keep the volume low, to avoid disturbing others.
- By mutual agreement, two or more persons may share one access session as long as their behavior and conversation does not disturb other users or library staff and they do not physically block or impede access within the library.
- The computers do not allow users to permanently save to the hard drive. Documents are not saved when a computer station times out.
- Log out of your computer session before leaving.

Internet Stations in Children's Areas

Internet stations in the children's area are reserved for use by children (preschool through grade 8) at their caregiver's discretion. Caregivers visiting the library with children may use these internet stations only if no children are waiting to use them. Computers in the

children's area are for the exclusive use of children and their accompanying caregivers, regardless of whether the computers are in use.

Printing

- A printer/scanner/copier is available for public use. Scanning is free. Black and white prints are 20 cents per page; color is 50 cents per page.
- Staff may be able to reprint or refund for bad print jobs if the problem is due to a printer malfunction. There are no reprints or refunds for problems caused by external websites or patron error.
- Patrons may not load their own paper into the library printer.

Privacy Protection

Library internet terminals are in a public area and offer little privacy for the individual user. Staff reserves the right to ask a patron not to access a site that displays images that may be offensive to other library users.

Users should be aware that it is their responsibility to protect their privacy while sending information via the internet; take care with interactions involving personal information.

The library avoids collecting or maintaining records that could compromise the privacy of library patrons and will only disclose patron records as required to do so by law. Every public access internet workstation in the library uses software that essentially destroys the content of each user's session.

The Library Bill of Rights and the Internet

The Astoria Library Advisory Board endorses the American Library Association's document, [Access to Digital Resources and Services: An Interpretation of the Library Bill of Rights](#).

Library Board Endorsement: August 5, 2025

Biannual Review due 2027