

LIBRARY COMPUTER USE, INTERNET AND WIRELESS INTERNET ACCESS POLICIES

REFERENCES:

AR 25-97, Army Library Program

Ethics Regulation 2-301a (2) (d), *Use of Federal Government Resources*

1. LIBRARY COMPUTER USE POLICY

- a. All public access computers in the Woodworth Consolidated Library may be used by adults and children ages 10 and older who are registered in our General Library System with their valid Military ID Card.
- b. The Library uses an automated PC Reservation system. Every effort is made to provide equitable access to all users of our public computers.
- c. Patrons are limited to 30 minute sessions if others are waiting. If no one is waiting, the PC Reservation system will prompt the user to extend their session.
- d. Reservations for the next available PC can be made when all computers are filled. Reservations will be held up to 5 minutes past the reservation time; if patrons do not login within 5 minutes of their reservation time, the PC will reset and be made available to the next user.
- e. The Library does not charge for prints; please limit prints to 10 pages. Page limit exceptions can be made for printing official documents; see the Reference desk for assistance.
- f. Documents are deleted from the user print cue after 2 hours.
- g. Patrons may use portable USB flash storage devices, also called memory sticks, on library computers. The Library cannot guarantee, due to manufacturer variations, that all memory sticks will work with library workstations.
- h. Scanners are available in our Word Processing-only typing rooms. Typing rooms must be checked out at the Reference Desk. Please bring a storage device to save any documents.
- i. Due to Public Health concerns, the Woodworth Consolidated Library does not loan shared computer headsets. Patrons are welcome to bring in personal headsets suitable for computer stereo use.
- j. Patrons are not allowed to download software of any kind on Army DOD computers.
- k. With the exception of designated power strips, patrons are not allowed to connect any personally owned external hardware (such as laptops, external hard-drives, webcams, etc)...to DOD provided equipment.
- l. The library is not responsible for loss, theft, or damage of personal property.

2. INTERNET AND WIRELESS INTERNET ACCESS POLICY

- a. Internet access is provided to meet informational needs and support mission goals of the Fort Gordon community. Be aware that not all information on the Internet is accurate or current. The Library is not liable for Internet content or for copyright violations by Internet users.
- b. According to Joint Ethics Regulation 2-301a (2) (d), *Use of Federal Government Resources*. "Do not put Federal Government Communications systems to uses that would reflect adversely on DOD or the DOD Component (such as uses involving pornography; chain letters; unofficial advertising; soliciting or selling.)" Because access to the library network is government-provided, even if the equipment is personally owned, use is governed by this regulation.
- c. Army Knowledge Online (AKO) is the Army's preferred email provider. Access to other web-based email providers (hotmail, yahoo, etc...) cannot be guaranteed.
- d. Internet access is provided free of charge.
- e. WEP & WPA are disabled, *use wireless internet at your own risk*.

3. RESPONSIBILITIES OF PARENTS/GUARDIANS OF MINORS

- a. Sponsors, legal guardians, and/or parents are solely responsible for supervising their children and ensuring they adhere to Library policy.

4. PENALTIES FOR VIOLATION OF POLICY

- a. Any user who fails to comply with Woodworth Consolidated Library and Army/DOD computer, Internet and Wireless internet use policies will be subject to any or all of the following: warning, loss of internet privileges, report to commanding officer, or revocation of library privileges.