



Nevada "One Click Away"

### **Nevada State Library and Archives Government Computing Lab Internet Use Policy**

#### **Purpose**

The Nevada State Library & Archives (NSLA) is committed to public access to information created by the federal, state and local governments. The "Right to Know" is the cornerstone of government accountability and informed public participation. NSLA is a partner in the Nevada "One Click Away" project which provides Nevadans with enhanced access to online information and resources critical to their individual success and Nevada's economic recovery.

- NSLA's Government Computing Lab (GCL) provides computing and Internet access to relevant, up-to-date government and research-based electronic resources and training for the public by state agencies in accessing those government and research resources.
- The lab supports members of the public completing job applications and filing unemployment claims, registering to vote, filing for motor vehicle registrations and licensing, researching for information, and other government and education related activities.
- The lab provides a high-tech work environment and supports professional services available to state government teleworkers at the state library building during the library's open hours.

### Guidelines

- Access to computers and websites may be defined by State Library & Archives operating policies and procedures.
- NSLA computers are not to be used to access online chat rooms, instant messaging or games.
- The library does not provide e-mail accounts. E-mail access only is available at the 15-minute Quick Terminals. All other computers are used for governmental and educational research purposes.
- The computer lab may be closed to the public for state government training purposes.
- Users are expected to have a basic knowledge of computer use and the Internet. Staff cannot provide in-depth training for users, but will provide information on training classes, when available.
- State Library staff will help with basic questions about the lab or Internet, searching the online databases, and will help patron's locate available books, manuals and other useful reference sources.
- NSLA and library staff are not responsible for approval of benefits and do not serve as agents of social service or government agencies. Staff can provide assistance in locating government information, but cannot complete or submit forms for users.
- NSLA expressly disclaims any liability or responsibility of electronic transmission of documents, especially in relation to privacy practices and technical failures.
- Food and drink are not allowed in the computer lab.

### Procedures

- The Government Computing Lab is available during NSLA's normal public hours of operation – Monday through Friday; 10:00 am to 2:00 pm.
- Access to NSLA computers is controlled by reservation software. Patrons must use a library card or guest card to sign in at the Reservation Kiosk.
- Patrons are limited to two one-hour sessions per day in the general lab. Those patrons working on job applications or state agency projects are limited to two two-hour sessions per day on the government access computers. Web surfing is only available at the 15-minute Express Internet Terminals.
- Print jobs are accessed at the print kiosk and released to the patron when fee is paid. There is a charge of \$0.10 per page for printouts.
- Patrons may use USB flash drives or CD-R/RW to save work. NSLA is not responsible for any

loss of data or damage to files as a result of downloaded files. Flash drives are available for purchase from the circulation desk.

### Guidelines of Conduct

- Patrons may not use their own software programs on the library's computers or alter the computer settings.
- Misuse of electronic resources and Internet access will result in the loss of computer privileges for the patron.
- Staff may end a patron's session if the computer is being used inappropriately or the patron violates the guidelines of conduct.
- Unacceptable Use of Computers: Uses that are illegal or criminal, violate the law, or encourage others to violate the law; uses that cause harm to others or damage to their property; uses that jeopardize the security of access of the computer network or other networks on the Internet; uses that violate copyright laws and software licensing agreements; any noisy or disruptive behavior that will disturb other library users or is destructive to NSLA property.
- If a patron refuses to cooperate, becomes verbally abusive or violates NSLA's Problem Patron policy, appropriate action will be taken. The patron may be requested to leave the premises.
- Failure to comply with this policy may result in forfeiture of the patron's right to use the NSLA public computers and facilities.

### Wireless Access

- NSLA provides unfiltered and unencrypted wireless Internet access. Individuals utilizing the wireless connections agree to comply with all provisions of the current NSLA Internet Use Policy.
- Individuals wishing to use the NSLA wireless Internet access must have a portable computing device, (i.e., a laptop computer) with a standard wireless network interface card. NSLA does not provide portable computing devices for library patrons to use and does not provide technical assistance to patrons using their own portable computing devices.
- Use of the wireless connection is done at the individual's own risk. By using this connection, patrons acknowledge that security errors and hacking are an inherent risk associated with any wireless service. Individuals expressly agree that they knowingly assume such a risk, and further agree to hold NSLA harmless from any claim or loss arising out of, or related to, any such instance of hacking or other unauthorized use of access into the patron's computer.
- NSLA accepts no responsibility regarding the ability of the individually-owned equipment to

connect to the wireless network. Library staff will not change settings on individual equipment. Library staff does not provide technical help or troubleshooting.

- Wireless users will not be able to use NSLA printers. To print, it is necessary to log onto one of the GCL public use or Quick Terminal computers.

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