Computer Policy
Pasadena Public Library System

The Pasadena Public Library System provides computer access to all library customers to meet their informational, educational, and recreational needs. Wireless network and Internet access are available in compliance with all pertinent federal, state, and local regulations. Misuse of library equipment or software, including and not limited to all malicious or illegal activities, is prohibited. The library reserves the right to terminate any customer's computer session and to suspend access to the library's computer services.

In accordance with the Children's Internet Protection Act (CIPA ~ Public Law 106-554), the Library does filter Internet access for both minors (persons under the age of 18) and adults to certain visual depictions that are (1) obscene (as defined in Section 1460 of Title 18, United States Code), (2) child pornography (as defined in Section 2256 of Title 18, United States Code), or, with respect to use of computers with Internet access by minors, and (3) harmful to minors. Furthermore, all customers must abide by §43.22 and §43.24 of the Texas Penal Code, which prohibits the intentional or knowing display of such materials, while being reckless about whether a person, and especially a minor, is present who will be offended or alarmed by the display. Accessing obscene, illegal, or inappropriate sites will result in disciplinary action including and not limited to termination of the customer's computer session.

Computer access

Computer access is managed by Smart Access Management (SAM) software. All stations are available on a first-come-first-served basis and the SAM software regulates all waiting lists. Reservations are not available. To access any library computer, the customer must set up an account using his/her library card number. Free library cards are available to Texas residents. If the customer does not have a library card, a visitor's pass may be purchased for a fee. Each pass is valid for one business day. For more information about obtaining a library card, see the library card policy.

Printing and saving documents

Color and black & white printing is available for a fee and is managed by SAM. The library assumes no responsibility for customer error or website malfunction. Printing illegal, malicious, or inappropriate materials will result in disciplinary action including, and not limited to revocation of library computer privileges. Printer services are

maintained by CoinCopiers of Houston. Prior to printing, funds must be added to customer's SAM account. Money added to a SAM account is nonrefundable. Refunds for printing errors provided at the sole discretion of library staff.

An external storage device (e.g. USB flash drive) is required to save any file. All work not saved to an external device will be lost at the end of all computer sessions.

Computer zones

Each location is divided into various appropriate zones. Age, time limits and services vary by zone. The zones include youth computers, teen computers, Internet stations, Business Center, and catalog terminals. The following guidelines govern access in each zone:

Youth and Teen computers

Parents or guardians are ultimately responsible for all materials accessed through the Internet by minor children; the library assumes no responsibility for sites and materials accessed by minors while using library equipment. For more information on Internet safety see the FBI-maintained site *A Parent's Guide to Internet Safety* (http://www.fbi.gov/publications/pguide/pguidee.htm).

All Internet access is filtered in the Youth and Teen zones. If a minor customer needs unfiltered access, he/she must be accompanied by an adult. Special accommodations for unfiltered access will be made in another computer zone. Requests should be directed to Library staff in the Youth, Teen or Reference department.

Internet, Microsoft Office suite, and games (both educational and recreational) are available.

Youth computers
- Computers are available to customers under the age of twelve years.
- Each computer session lasts 30 minutes.

Teen computers
- Computers are available to customers between the ages of twelve and seventeen.
- Each computer session lasts 60 minutes. Teens may only be allowed to use public computers for two hours per day during peak use periods.

Internet stations and Business Center
- Computer sessions last 60 minutes, but provided no other customers are waiting, the customer may log in again or ask staff to extend their session.
- Internet and Microsoft Office suite are available on the computers in these zones.
- All Internet access is filtered in these zones. Customers age eighteen and over can unfilter their session at will. If a minor customer needs unfiltered access, he/she must be accompanied by an adult. Requests can be directed to any member of the Reference staff.

Internet stations (Central and Fairmont)
- Stations are available to customers over the age of thirteen.

Business Center (Central)
- Stations are available to customers over the age of fourteen.
- In addition to Internet and Microsoft Office suite, additional services such as faxing, document scanning, etc. are available for a fee. For a complete list of services and related fees, please see the Business Center Services menu.

Wi-Fi access
- Wi-Fi is available to anyone with a wireless ready device.
- The library does not assume responsibility for damage to customers' personal devices while utilizing the library's Wi-Fi access.
- Access to library printing services is not available through Wi-Fi access.

Library Catalog terminals
- Terminals are available to any library user.
- Catalog terminals only access the library catalog and allow limited virtual services and online customer account access including placing holds, online customer registration, etc.
- Bypassing library security to access other Internet sites is prohibited and will result in disciplinary action including and not limited to termination of the customer's computer session.
- Printing is not available from these terminals.