SINCE 1870
SAN FRANCISCO
LAW LIBRARY

Technology Policy
Fall 2013

In order to use Library computers, printers, wireless system, copiers and technology, patrons are required to comply with all Library rules and the instructions of staff. Failure to comply with computer use and technology rules, Library rules, or the directives of staff may result in the suspension or revocation of computer and/or Library privileges.

Permission to use Library technology

1. Computer and WiFi use is limited to legal research which means retrieving information from the Library's legal databases, catalog, website, government websites and preparation of legal documents.
2. Non-legal Internet searches or research, preparation of personal documents, and email are not permitted using Library technology. If necessary, email may be used only to send legal research results.
3. Computer use is controlled by the Cybrarian software system which permits up to two (2) hours per day of computer or wireless use time per person, and a total of two (2) hours per day for two people who use a computer together.
4. Use of Library technology to engage in any illegal purpose, including but not limited to, violation of Federal copyright laws, is prohibited. **Users may not**:
    - Access the Library computer system, programs, or data without authorization
    - Make any attempt to damage Library equipment or software
    - Use peripheral devices (printers, CD-ROM drives, keyboards, scanners, etc.) in the Library
    - Invade the privacy of others
    - Engage in any activity that is harassing or defamatory
5. Staff may monitor the computers for compliance with Library rules and makes the determination of what is appropriate technology use, and may terminate any computer session not in compliance.
6. Patrons shall not interfere with or obstruct the use of the Library's computers in such a manner so as to constitute a nuisance to others. Patrons must confine their personal and research materials to their immediate work space and cannot intrude upon the work space of another patron by spreading out their personal belongings or research materials.
7. The Library is not responsible for any lost data or damages arising from computer, Internet, printer, or electrical malfunction.
8. Patrons are expected to use the computers with minimal guidance from Library staff. Staff cannot offer detailed training on computer use and may need to limit personal instruction.

How to Use the Computer & Wireless Systems

9. Users are required to present a valid ID at the Information Desk in order to use Library computers by obtaining a daily guest bar code for the day.
10. Wireless users shall obtain the guest password from the Information Desk to access the wireless system.
11. PC and wireless users may use the Library's systems for a cumulative maximum of two hours per day. Users do not need to complete their two hours at one time.
12. **No more than two people may use a computer together** and only if they do not disturb other Library patrons.
    - **Two people using a computer together are permitted the use of only one bar code and a total of two hours per day.**
    - Neither person may extend their use of the computer by obtaining a second bar code.
    - Because of space limitations and to respect the comfort of other patrons, please share a computer only if absolutely necessary.
13. To use a Library computer, users may select any vacant computer and enter the guest bar code onto the log-in screen to begin the session.
14. If all computers are in use, users may reserve the next available computer at the reservation computer located at the end of aisle 23 by entering their name and bar code.
    - Notify the librarian at the Information Desk that you have made a reservation for a computer
    - The system will automatically select the next available computer when it becomes available
    - The librarian will announce when your computer is available
    - After notification that a computer is available, the patron must log in to that computer within five minutes or the session will be canceled.
15. A computer may only be used by the person who signed in for it.
16. A message will appear on the screen to notify users that five minutes are left in their session. **At the end of the session, users' work will automatically be deleted, unless it is saved on a flash drive before the session ends.** (Flash drives may be purchased at the Information Desk, or patrons may bring their own.)
17. If patrons do not use a full one-hour session in one sitting, they shall promptly sign off in order to reserve remaining time for additional research later in the day. Adjustments to a person's two hour per day allotment cannot be made if a person leaves a computer session running.
18. To use a computer again if one's two hour limit has not been reached, users may log in to any vacant computer, or if none are vacant, they may reserve the next available computer at the reservation computer. (See #13 above.)
19. The Catalog and Reservation computers may not be used for legal research.
20. The computer areas of the Library shall be kept free and clear. Patrons are not permitted to wait for a computer in those areas, but must wait in other library areas until notified by staff that their reserved computer is free.

21. Patrons shall promptly move their belongings at the conclusion of their computer session so that others may use the computer. Delay in doing so constitutes interference and obstruction with the Library's computers and is a nuisance to others.
22. Computer workstations shall be used only for computer research; patrons must be signed onto an active computer session to sit at those workstations. They may not use them as general study tables.

Self-Serve Printing & Copying

23. Printing is limited to legal documents (e.g., pleadings, briefs) and legal research materials only: photos, personal documents, emails and documents may not be printed.
24. Patrons must pay for all print requests prior to receiving the printed copies. The Library is not responsible for unintended print jobs.
25. No refunds will be made for prints or copies.
26. The self-serve printer and copier accept coins, $1 and $5 bills. The Library is not able to change $10s and $20s. There are stores and banks nearby which patrons may want to visit to obtain smaller bills.
27. There are no pre-paid cards for the self-print printer and copier.
28. Patrons are responsible for frequently saving their work and for making sure their print jobs complete before their computer session ends.
    - Patrons should begin the saving or printing process while ample time remains on the computer session to allow for difficulties with printing and for staff assistance with any issues.
29. It may not be possible to resolve every computer question or issue as the combination of the Internet, browser, end site, network, etc. may cause computers to freeze up, prints to become lost, or things to otherwise not work as expected.
30. All computers, printers, and copiers shut down fifteen minutes before the Library closes. All prints must be retrieved and paid for prior to fifteen minutes before the Library closes.

Please notify Library staff immediately if there is a problem with Library computers, copier, printer or other technology.

11-7-13 8pm