



Internet Guidelines

Welcome to Your San Diego Public Library (SDPL) Internet Workstation!

To maximize Internet availability and to ensure fair accessibility for all, please follow these guidelines and procedures, the San Diego Public Library *Internet Use Policy* (DI-20-22), and the San Diego Public Library *Rules of Conduct for Library Patrons* (DI-14-1).

1. Computer usage at the Library is open to the public. An SDPL library card number and PIN are required. Although a free service, patrons must use their own library card information to sign on to an Internet workstation. Users are required to pay for all printouts. A library card and/or a vend card may be required to print. Food and drink are not permitted at computer work stations.

2. Computer sessions, depending on availability, will be limited to two (2) hours per day. It is the responsibility of all users to ensure that they comply with session time limits.

In order to protect your personal information, please end your session completely by clicking the End Session icon on the desktop. The Library is not liable for personal information left on a computer.

3. You may not use your own software or computer application on a Library Internet workstation. Tampering with Library computers is prohibited and may result in loss of Library privileges or criminal charges being brought against you. Tampering includes, but is not limited to: making permanent changes to computer systems or programs, or to the operating systems installed on the computers, or attaching personal hardware (excluding media storage devices) to a Library computer. You may not customize programs or systems already installed on a Library computer.

4. Patrons are expected to use the Internet workstations independently. Staff may be available to assist in accessing resources on the Internet. Please check with staff for assistance.

5. Patrons may download files to workstation desktops or personal storage devices. Files may additionally be uploaded from workstation desktops or personal storage devices. **Please note:** All files downloaded to Library computers will be automatically deleted at the end of each session.

Warning: Although a virus checker is used on the Library's workstations, this will not completely protect your storage media. Materials downloaded from the Internet or e-mail may contain a virus, and it is advisable to have virus checking software on your own computer. The San Diego Public Library and Library staff are not responsible for any damage to a patron's storage media or files, or data or other materials contained on such storage media, nor for damage incurred to equipment or data, files, programs, etc., by the subsequent use of such storage media on other equipment or computers.

6. Printing is done through a centralized printer and the cost is posted on the machine. The black & white printer uses standard 8.5" x 11" white paper provided by the library. Please contact your local San Diego Library for the availability of additional sizes. Color printouts are available at the Central Library. Cloud printing is also available for wireless devices. Please check with staff for specific guidelines on this service.

7. Because the Library is a public place shared by people of all ages, Library staff has the authority to end a computer session when offensive, disruptive, or inappropriate material is displayed (as determined by the Library). Computer users are expected to observe the Rules of Conduct for Library Patrons (DI-14-1, posted in the Library). Those who do not comply with these guidelines will be asked to leave the Library.

8. Free wireless Internet access is available at the Library. Please check the Library's website, <http://www.sandiegolibrary.org>, or with staff for additional information.



San Diego Public Library