



Lake Oswego Public Library Technology Use Policy

Lake Oswego Public Library provides access to a variety of information resources and technology to meet the public's informational, educational, and enrichment needs. To make technology resources available to as many users as possible, to foster online safety and to protect the rights of all patrons and staff, everyone is expected to follow this policy when using technology in the library.

The library provides computers with Internet access, printers, photocopiers, scanners, and other devices for patrons to use in the library. Library computers shut down 10 minutes before the library closes. Patrons are welcome to use their own laptops and other devices in the library. Internet connectivity for patron-owned devices is provided via Wi-Fi only. Wi-Fi is accessible in the library building during all open hours and in the library parking lot from 6:00 am – 10:00 pm daily.

RULES

We expect all patrons using technology in the library, including patron-owned devices, will:

- Be considerate and respectful of other library users. This includes using headphones, keeping sound from computers and devices inaudible to other library users and staff, and keeping designated computer areas reasonably quiet.
- Respect the privacy of other library users.
- Remain sensitive to the fact that the library is a public environment shared by people of all ages and respect the rights of others in the library's public environment to be free from sounds and images that may cause harassment, be threatening or cause material interference to other Library users or staff.
- Comply with the Library's Code of Conduct.
- Comply with the federal, state, and local laws and regulations, including, but not limited to, copyright law, software license agreements, or Internet use laws. Library staff will report any violations of the law to law enforcement.
- Not intercept or receive data not intended for that user.
- Understand that library staff are able to provide only limited assistance with technology use.
- Understand that the library is not responsible for Internet content.

Users of library-owned computers and other technology will:

- Use the computer or device within the allotted session time. Public computers are available on a first-come, first-served basis. The time limit is one hour while others are waiting.
- Abstain from eating while at the computers. Food is not permitted at library computers.
- Save files often to avoid lost information.
- Not interfere with networks, other users, services, or equipment. This includes making changes to the settings of computers and devices that may impact other users' experience with the computer or device or deleting, adding to, or modifying the installed hardware or software.
- Report any functionality issues to library staff.

PRIVACY

The Lake Oswego Public Library is committed to protecting your privacy by keeping personally identifiable information confidential. The library holds true to the values of the American Library Association affirming that, "Privacy is essential to the exercise of free speech, free thought, and free association." As such, we "protect each library user's right to privacy and confidentiality with respect to information sought or received and resources consulted, borrowed, acquired, or transmitted." (Source: [ALA's Privacy: An Interpretation of the Library Bill of Rights](#))

- All patrons are advised that entering personal information on computers or devices in the library is done at their own risk. It is the user's responsibility to protect their privacy while sending information via the Internet.
- The library does not capture any information users provide to others on library or patron-owned technology.
- The Internet browser search history on library computers is automatically cleared when the session ends.
- Users are responsible for deleting saved and downloaded files before ending their session on a library computer or device.

FILTERING

- Library computers do not have filtered Internet access, but they do have antivirus software that might block a site if the antivirus software suspects that it may contain malware or illegal content.
- The library's Wi-Fi does not have a filter or antivirus software.
- Parents and guardians have the right and responsibility to monitor their child's use of library resources, including the Internet. Staff does not monitor usage.

PRINTING/PHOTOCOPYING

- The cost of prints/copies is 10 cents per page for black/white and 25 cents per page for color.
- LINCC library card holders may print/photocopy up to \$1.00 worth of prints/copies for free per day.
- Users may print/photocopy up to 300 pages per day.
- Users may print directly from their personal device to the library's wireless printer.

Failure to comply with this policy may result in restriction of library privileges, including, but not limited to, use of library technology.

Adopted February 2026