

**Latah County Library District  
Administrative Policy  
Approved December 2004  
Revised November 2008, March 2010, December 2011  
Policy reviewed annually**

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**2.0 GENERAL POLICIES**

**2.2 District Computers**

2.2.1 STAFF

Computers are provided for most District staff. The computers are to be used for work purposes only.

No software is to be loaded onto any District computer without prior approval from the network administrator.

The District has the right to inspect any and all files stored in secured areas of the District's network, on computing devices owned by the District, or on any other storage medium provided by the District for District business in order to monitor compliance with this policy.

2.2.2 PUBLIC

Computers are available for free public use at all District libraries. These include computers for word processing, PAC (public access catalog), and Internet use.

All public computers will have shared access to District databases. To the extent possible, all databases will also be accessible off-site.

It may be necessary, depending upon demand, to have patrons sign up for computer use, limiting the amount of time one person can be on a computer. Each district library will have documented procedures approved by the Director that govern availability of Internet and other public computers.

If a person refuses to comply with the Internet Use Policy or with library procedures governing computer time limits s/he

may lose computer privileges. (See Administrative Policies 2.4.1 and 2.4.2)

Patron downloading from the Internet to the computer hard drive is not allowed. This is necessary to aid the District in keeping its computers virus free.

### 2.2.3 LAPTOPS

Patrons are free to use personal laptops in any of the District's libraries.

Staff assistance in activating WiFi capability or troubleshooting WiFi on a personal laptop is not provided.