

ELECTRONIC EQUIPMENT USE POLICY

The use of personal electronic equipment (cell phones, laptops, notebooks, PDAs or other similar devices) may be used in public areas of the library so long as they are not disruptive to others.

The Tredyffrin Township Libraries (TTL) does make TTL owned equipment, along with internet and wireless connections, available for patron use within the library only. A list of TTL owned equipment is available upon request.

Patrons using TTL provided internet stations or wireless connections are responsible for complying with all applicable Policies and Guidelines. Patrons are forbidden from using TTL electronic equipment and internet stations/wireless connections for unlawful purposes or to view prohibited content. (*See also **Internet Acceptable Use Policy***)

Patrons are responsible for damage to or loss of TTL electronic equipment, hardware, and software caused by negligence. Replacements costs for all other library equipment apply in cases of damage.

Patrons may not alter TTL hardware and may not use any ports or jacks of library computers to attach any equipment or peripherals to a TTL device other than headphones, a USB storage device, or a cellular phone. Patrons may attach other devices with prior permission from the library staff. TTL is not responsible for any corruption of devices or loss of data that may occur to personal devices used on, or in conjunction with, library-owned computers, photocopiers, or printers. TTL is not responsible for any devices damaged or left at TTL. Patrons may not store files on TTL devices. Personal data found on hard drives will be deleted in the normal course of daily clean-up procedures.

TTL wireless communications are not secure. Users should avoid transmitting credit card or other sensitive personal information through wireless connections. TTL is not responsible for corruption of software or data on user's devices while using TTL wireless connections.

The library reserves the right to terminate service to anyone not using library equipment in a responsible manner.

Approved, April 2009

Reviewed, April 2010, April 2011

Reviewed and Revised 02/22/2018