Hayward Library
Computer Use Policy

Hayward Public Library offers free and open access to the Internet in accordance with its mission of providing public access to information of all types in a wide range of formats and the American Library Association's Library Bill of Rights. All Library customers accessing the Internet in the Library are expected to use this resource in a responsible and ethical manner, consistent with the educational, informational and recreational purposes for which it is provided. Library customers are also expected to abide by the Library's Customer Code of Conduct and the Computer Use Policy.

1. The Library provides access to Internet resources equally to all library patrons and upholds and affirms the right of each individual to have access to constitutionally protected material in accordance with the American Library Association's *Library Bill of Rights*.
2. As with all other library materials, children's access to and use of the Internet is the sole responsibility of the child's parent or legal guardian. It is both the right and the responsibility of parents and legal guardians to guide their own children's usage of library resources in accordance with individual family beliefs.
3. Users are responsible for determining that the information they access is acceptable, reliable and suitable to their needs. The Library does not monitor and has no control over the information accessed through the Internet and assumes no responsibility for its content.
4. Library computers and networks may not be used for any purpose that violates federal, state, or local laws. Prohibited use includes, but is not limited to, hacking or otherwise attempting unauthorized use of the Library, City or other networks; attempting to interfere with or disrupt other users; attempting to evade security measures; invading the privacy of other users; violating software license agreements or copyright laws; or sending harassing, threatening or libelous messages or material.
5. Library customers are warned that the Internet is not a secure medium and that privacy of e-mail and other communications is not guaranteed. The Library assumes no responsibility and shall have no liability for any direct, indirect or consequential damages arising from the use of information found on the Internet, any communications sent through the Library's Internet computers, or any data loss or damage to personal disks, CDs or other storage devices.
6. Library staff is available to assist in accessing the Internet and software on library computers, to offer searching suggestions and to answer questions. Staff cannot provide in-depth individual assistance.
7. You must log on with your valid library card number and your PIN to use most library computers. This does not apply to the Library catalogs or library card application/online payment stations. You may not use someone else's library card for computer use.
8. Printing is available for 15 cents per page. Color printing is available for 30 cents per page.
9. Customers may save files on flash drives or use their cloud storage, such as Google Drive or One Drive. (Flash drives are available for $10.00).
10. Headphones are not provided by the library. Customers may bring their own headphones. Earbuds are available for purchase for $2.00.

Misuse of the computer or Internet access will result in loss of your Computer privileges. Any illegal activity involving the Library's computers will be subject to prosecution by the appropriate authorities.

For more information, contact the Downtown Library at 510.293.8685 or Weekes Branch Library at 510.782.2155.