

## Public Computers & Wi-Fi Access

### Services

All branches of the Prince George's County Memorial Library System (PGCMLS) offer workstations to help with customers' computing needs.

1. **Catalog Only PCs** - Offer access to the Library's Online Catalog, Event Calendar and other Library online resources. Not all branches provide catalog-only PCs.
2. **Reserved PCs** - Offer Internet access, MS Office Suite, Library Catalog and Licensed Databases. Files can be saved to flash or floppy drives, or copied to a writable CD. Customers must provide their own media. You will need a valid PGCMLS library card or computer access card to reserve a session without the intervention of a library staff member. Each reserved session is for thirty minutes; time may be extended if no one is waiting.
3. **Express PCs** - Offer 15 minutes of use only. Time may not be extended. Not all branches have express PCs.
4. **Printing** - Printing from Library PCs costs 15 cents per printed page.
5. **Wireless Access** - Wireless access is now available at ALL branches.
6. [Sailor Cruise Accounts \[1\]](#) are free, 180-day dial-up Internet access accounts available from the Maryland Sailor Public Information Network. Request Forms are available at participating Maryland Public Library branches.
7. **Library Cards are Required for Computer Access** - Customers who are unable to provide full information on our application may register for a computer access card by giving only their name, zip code and date of birth. With this card, customers will be able to use our public computers, but will not have full borrowing privileges.

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### Policies

[Acceptable Use Policy](#) | [Workstation Use Policy](#) | [Internet Policy](#) | [About this Workstation \[2\]](#) | [Wireless Access](#)

#### Acceptable Use Policy

The Library provides free access to the Internet as part of its mission to promote literacy, lifelong learning, personal fulfillment, and the principles of intellectual freedom.

All individuals must accept responsibility for determining the appropriateness of the resources that they elect to access. Responsibility for youth using the Internet rests with the guardian, not with Library personnel.

Customers may not:

1. use profanity, obscenity, or other language that may be offensive to another user;
2. transmit any material in violation of any local, state, or federal law; (This includes, but is not limited to, copyrighted materials, threatening or obscene material, or material protected by trade secret.);
3. display, send, receive, or print text, images or graphics of obscene material or materials harmful to minors;
4. display, send, receive, or print text, images or graphics that violate laws relating to child pornography;
5. use an Internet workstation to transmit threatening or harassing material;
6. engage in any activity that is deliberately offensive or creates an intimidating or hostile environment for Library staff and customers;
7. violate copyright or software licensing agreements;
8. gain unauthorized access to any computing, information or communications devices or resources;
9. interfere with or disrupt other users;
10. damage, alter, or degrade computer equipment, peripherals, software or configuration;
11. create and/or place a computer virus on the network.

Staff members are authorized to terminate the session of any customer who fails to comply with this policy, to take further

action in accordance with the Library Rules of Behavior, and to report illegal activity of which they become aware to the appropriate authorities for prosecution.

### Workstation Use Policy

Workstations must be used in accordance with the PGCMLS [Internet Policy](#) [3] and [Acceptable Use Policy](#). These workstations are intended for searching the Library catalog, licensed databases and Internet information resources.

1. In the interest of serving all our customers, the Library reserves the right to set time limits on workstations. Users must vacate a computer when asked to do so by library staff.
2. Users may print information at a cost of 15 cents per page. We recommend that users always preview the number of pages in a document before selecting the print option to avoid having to pay for unnecessary pages. Please make an effort to conserve paper.
3. The user assumes all responsibility for his/her use.
4. Users are reminded to follow Netiquette (Internet etiquette) and to be responsible and courteous to other users.
5. Librarians will be available to assist users in accessing information.
6. If a user's behavior becomes inappropriate, the Library reserves the right to end the session.
7. Users wishing to save material are responsible for bringing and using their own storage media. Downloading from personal storage media to a Library computer is not allowed.

### Internet Policy

The Internet, as an information resource, enables the Library to provide information beyond the confines of its own collections. It allows access to information, ideas, and commentary from around the world. This global network of networks, accessible via the workstation, is unregulated. It offers access to a wealth of material that is personally, professionally and culturally enriching to individuals of all ages. It also enables access to material that may be inaccurate, offensive or disturbing.

Prince George's County Memorial Library System (PGCMLS) upholds and affirms the right of each individual to have access to constitutionally protected material. Access to obscene matter, visuals harmful to children and child pornography is prohibited on all Library computers. Toward that end, PGCMLS has in place software designed to filter prohibited materials on workstations. There are also procedures in place to enforce the policy. PGCMLS respects the rights and responsibility of parents to determine and monitor their children's use of library materials and resources and cautions parents against relying on software to protect the children or themselves from unwanted content.

The Library's Rules of Conduct, which are posted, and the procedures for enforcing the rules have been endorsed by the Board of Library Trustees and are a public record.

### Guidelines for Wireless Access

- The Library offers Wireless Internet access as a courtesy to our customers.
- All Library rules and policies apply to Wireless Internet access from our branches. The Library reserves the right to deny wireless access to customers violating our policies. Please view our [Acceptable Use Policy](#).
- The Library is not responsible for customer possessions that are lost, stolen or damaged.
- Customers are responsible for understanding how to enable wireless connections on their own computers. Staff will not be able to physically handle customer computers or assist with configuring wireless access. The Library does not guarantee wireless connectivity.
- The Library does not guarantee the availability of AC outlets for customer equipment.
- The Library is not responsible for customer files, disks, and email accounts or for the security or privacy of online communications. The Library is not responsible for viruses, malicious code or any other outcome resulting from customer Internet activity.
- The library does not offer printing services to wireless customers.
- The following protocol ports are open to wifi users:

1. tcp 8080
2. tcp www
3. tcp https

## Public Computers & Wi-Fi Access

Prince George's County Memorial Library System (<http://www.pgcmcls.info>)

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4. tcp ssh
5. tcp telnet
6. tcp ftp
7. udp domain
8. tcp imap2
9. tcp imap3
10. tcp imaps
11. tcp pop3

The Library applied this restriction to counteract abuse of Internet bandwidth, email, and intellectual property. We apologize for any inconvenience this may cause. If you can tell us the specific tcp/udp services that you need open, we can certainly consider allowing them, or perhaps, suggest an alternative. Send your request to [support@pgcmcls.info](mailto:support@pgcmcls.info) [4].

*Approved by the Board of Library Trustees - October 21, 2004.*

**Source URL:** <http://www.pgcmcls.info/LibComputers>

### **Links:**

- [1] <http://www.sailor.lib.md.us/services/dial-up/Default.aspx?id=56176>
- [2] <http://www.pgcmcls.info/AboutWorkStation>
- [3] <http://www.pgcmcls.info/InternetPolicy>
- [4] <mailto:support@pgcmcls.info>