

## **COMPUTER, INTERNET, WIRELESS INTERNET AND LIBRARY EQUIPMENT POLICIES THOMAS LEE HALL POST LIBRARY, FORT JACKSON**

### **LIBRARY COMPUTER USE**

- All public access computers in the Thomas Lee Hall Post Library may be used by adults and children ages 14 and older with their valid Military ID Card.
- Computer sessions begin with 60 minutes. If no one is waiting, users may continue their session in 30 minute intervals as time permits.
- Computer availability and usage ends 15 minutes prior to the Library's closing time.
- Users are not allowed to download software of any kind on Army DOD computers.
- The Library is not responsible for loss, theft, or damage of personal property.

### **EXTERNAL DEVICES/ HEADSETS AND EARPHONES**

- With the exception of designated power strips, patrons are not allowed to connect any personally owned external hardware (such as laptops, external hard-drives, webcams, etc)...to DOD provided equipment other than USB flash storage devices, CD ROMS and audio head sets.
- Saving files to the computer is allowed, however, all documents are automatically deleted from the computers upon each session ending or if the computer times out.
- Due to Public Health concerns, the Thomas Lee Hall Library does not loan shared computer headsets. Users are welcome to bring in personal headsets suitable for computer use.

### **CAC CARD USE**

- All Library computers are equipped with CAC Card readers but cannot guarantee all functions are possible (i.e. digital signatures etc.).

### **CELL PHONE USE**

- Cell phone usage is permitted in the entrance lobby or outside of the building.

### **PRINTING/ SCANNING/ FAX SERVICES**

- The Library does not charge for printing, however, each user is limited to \$1 worth of pages per day (black & white prints = \$.10 and color prints = \$.20). The Library recommends using the print preview option on the computer, prior to printing, in order to avoid unnecessary pages and exceeding the individual daily limit.
- The Thomas Lee Hall Post Library has a scanner available to the public but is unable to provide fax services. Fax service is available at the UPS store located at the Main PX. Eligible users may also be able to find these services at the Continuing Education Services Building, the Soldier Support Library, or the Chaplain School Library. Individuals are encouraged to contact these locations to ensure availability and eligibility.

### **INTERNET AND WIRELESS INTERNET ACCESS POLICY**

- Internet access is provided to meet informational needs and support mission goals of the Fort Jackson community. Not all information on the Internet is accurate or current. Library staff is available to assist patrons with research and can guide users how to access valid online sources. These resources are provided free of charge to card holding military members.
- The Library is not liable for Internet content or for copyright violations by Internet users.

- According to Joint Ethics Regulations 2-301a (2) (d), *Use of Federal Government Resources*, “Do not put Federal Government Communications systems to uses that would reflect adversely on DOD or the DOD Component (such as uses involving pornography; chain letters; unofficial advertising; soliciting or selling.)” Because access to the library network is government-provided, even if the equipment is personally owned, use is governed by this regulation.
- Army Knowledge Online (AKO) is the Army’s preferred email provider. Access to other web-based email providers (hotmail, yahoo, etc...) cannot be guaranteed.
- Internet access is provided free of charge.
- WEP and WPA are **disabled**, use wireless internet at your own risk.
- Power outlet availability is not guaranteed for personal laptops and the Library is not responsible for any power fluctuations that may cause damage to personal equipment.
- Patrons are responsible for having the proper hardware, software, and network settings on their wireless device to connect to the wireless network. Library staff are not able to provide technical assistance, related to patrons’ wireless devices, or assist in making changes to personal devices’ network settings, software and/or hardware configuration, or to install any equipment, accessories or software onto patrons’ devices.
- Printing is not available via the library’s wireless service.

**RESPONSIBILITIES OF PARENTS/GUARDIANS OF MINORS**

**Sponsors, legal guardians, and/or parents are solely responsible for supervising their children and ensuring they adhere to Library policy.**

**PENALTIES FOR VIOLATION OF POLICY**

**Any user who fails to comply with Thomas Lee Hall Post Library and Army/DOD computer, Internet and Wireless internet use policies will be subject to any or all of the following: warning, loss of internet privileges, report to commanding officer, or revocation of library privileges.**

**REFERENCES:**

*AR 25-96 ARMY LIBRARY SYSTEM*

*DA PAM 28-30, LIBRARY OPERATIONAL GUIDE, ARMY LIBRARY PROGRAM*

*ETHICS REGULATION 2-301a (2) (d), USE OF FEDERAL GOVERNMENT RESOURCES*

**THOMAS LEE HALL POST LIBRARY**

4679 Lee Road

Fort Jackson, SC 29207

P: (803) 751-4816

P: (803) 751-5589

F: (803) 751-1065

**POST LIBRARY HOURS OF OPERATION:**

**M-TH: 11:00 – 20:00**

**FRI/SAT/SUN: 11:00-17:00**