



CITY OF RIO RANCHO

ADMINISTRATIVE POLICIES AND PROCEDURES

Library Computer and Internet Use Policy

Chapter: 1
Article: 19
Effective: 12/08/2025

Section

1-19-1	Title
1-19-2	Policy
1-19-3	Scope
1-19-4	Applicability of Library Patron Code of Conduct
1-19-5	Computer and Internet Usage
1-19-6	Wireless Usage
1-19-7	Prohibited Uses
1-19-8	Responsibilities

1-19-1 Title

Sections 1-19-1 through 1-19-8 of this article may be cited as the Library Computer Use Policy.

1-19-2 Policy

The City of Rio Rancho Department of Library and Information Services (the Library) provides equitable access to information services and programs to enhance literacy, encourage lifelong learning, and offer cultural experiences to the community. In addition to print, audiovisual, and electronic resources, individuals may access publicly available internet services and software programs on computers or other network-enabled devices at Library branches with or without a library card.

Individuals are responsible for their own use of the Internet and must adhere to Library policies. Parents or guardians are responsible for their minor children's conduct. Library staff cannot serve as substitutes for parents or serve "in loco parentis" in any capacity. (Please see the Library Child and Vulnerable Adult Safety Policy, City of Rio Rancho Administrative Policies and Procedures 1-12)

1-19-3 Scope

This policy applies to all persons on the grounds and within any facility of City of Rio Rancho Department of Library and Information Services.

1-19-4 Applicability of Library Patron Code of Conduct

When using Library computers or wireless access, users shall abide by the Library Patron Code of Conduct, City of Rio Rancho Administrative Policies and Procedures 1-11. Violations of these

policies may result in loss of Library computer and wireless access and/or criminal prosecution.

1-19-5 Computer and Internet Usage

- The Library provides filtered access to the Internet on public Library computers in order to adhere to the requirements set forth in the Children's Internet Protection Act (CIPA, Pub.L.106-554). Filters may block material that is inappropriate in a public Library setting. However, no filtering software is totally accurate and they may fail to block access to illegal or objectional material. Parents or guardians are responsible for monitoring minors' use of the Internet. The Library has no control over the information on the Internet, and cannot be held responsible for its content.
- A valid Library card, in good standing, or guest pass is required to log on to any Library computer.
- The Library does not offer email accounts. Users may access their own web-based email accounts via the Library's internet connection.
- The Library does not, as part of normal operations, retain any usage data, including websites visited, passwords, payment information, or any other information a user has entered. The Library makes every effort to erase all usage records but is not responsible for account information left unsecured by the user in a public Library setting. Users are responsible for maintaining the security of their private information.

The Library is not responsible for damage or lost data resulting from the malfunction of Library hardware or software.

1-19-6 Wireless Usage

- The Library's wireless network is not secure. Users are responsible for maintaining the security of their private information over the Library WiFi network.
- Users are responsible for their own equipment and should maintain security of personal devices.
- Users of the Library's wireless connection must comply with the Library Computer and Internet Use Policy.

1-19-7 Prohibited Uses

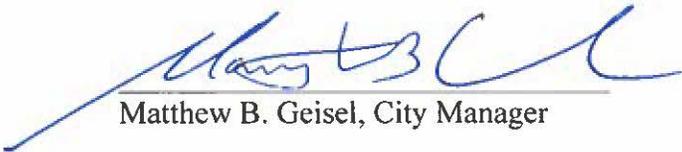
The following forms of misconduct are prohibited on Library computers and networks and subject to the Library Patron Code of Conduct 1-11-6.

- Accessing or printing pornography or materials that are legally defined as obscene or harmful to minors on library computers, personal devices, USB storage devices or printers.
- Circumventing filtering, computer reservation, or printing software.
- Deliberately uploading viruses or malicious content to Library computers.
- Harassing other Library users.
- Violating copyright laws.
- Violating software licensing agreements.

1-19-8 Responsibilities

- It is the responsibility of the user to abide by the Library Computer and Internet Use Policy. It is the responsibility of City of Rio Rancho staff to enforce the Library Computer and Internet Use Policy.
- Users are responsible for maintaining the security of their private information on documents printed on Library devices.
- The Library is not responsible for damage or lost data resulting from the misuse or malfunction of Users' storage devices.
- The Library and the City of Rio Rancho shall not be liable for any damages or costs of any type arising out of or in any way connected with use of the Library's Internet and wireless connections. Users shall agree to hold the City harmless for any damages arising out of the use of Library equipment.

APPROVED THIS 8th DAY OF DECEMBER, 2025

A handwritten signature in blue ink, appearing to read 'Matthew B. Geisel', is written over a horizontal line.

Matthew B. Geisel, City Manager