

Illegal Content

The following visual depictions constitute illegal activity:

- Child pornography
- Obscenity
- Material harmful to minors when minors are in view

Trespass periods - First offense: 90 days, Subsequent offenses: 365 days

- If material is child pornography ([617.246 \(Child Pornography\)](#)); [lock computer](#), if possible, call law enforcement, and fill out [security incident form](#) and [trespass](#) the library user from all GRRL locations.
- If material is obscene ([617.241 \(Obscene material\)](#)); or harmful to minors ([617.292 \(Materials harmful to minors\)](#)) and minors are present, tell the library user, "Based on Minnesota statute I believe this content is illegal," log off computer, fill out [security incident form](#), and [trespass](#) the library user from all GRRL locations.

When library staff either observe or receive a complaint about content they believe in good faith to be illegal, they may follow the steps outlined above or contact the person in charge to handle the situation when available. In the absence of supervisory personnel, staff may call local law enforcement. Staff are not permitted to call law enforcement for material which is merely deemed objectionable by a staff member or a patron and not accompanied by an act which breaches library rules of behavior.




Lock Computer Image in Re'Quest

- **Select computer station** from Client List.
- Click "**Find Computer**" at the bottom of the screen. Responses will be either "Computer is available on the network" or "Computer is unavailable on the network."
- Proceed with calling law enforcement, if appropriate.

If the computer is available on the network

- Click "**Lock This Computer.**" Click only one time to avoid potential issues with freezing. This prevents the patron from changing the screen image and disables the keyboard.

Patron Information	
Patron ID Code :	
Patron Type :	mres
Patron Time Allotment :	60
Patron Logged In At :	2:42:00 PM
Expected Logout Time :	3:42:07 PM
Time Remaining :	22

Computer Report Information	
Last Report Time :	3:20:24 PM
Logged In To Network At :	9:44:09 AM
 Find Computer  Unlock This Computer  Lock This Computer	
Current Network Status :	

- The "Lock This Computer" icon turns red when it is activated.
- **Be patient!** This is not instantaneous; it takes about a minute to lock. Do not click it multiple times, once is enough. This function can sometimes be unreliable.
- If nothing has happened in a few minutes, try again.
- **If patron session is about to end, extend session time if possible.** You must move the mouse or keyboard at least once every five minutes or the session will end due to no activity. This option will not be available at closing.

If the computer is not available on the network

- **The lock mechanism is not available. Proceed with calling law enforcement if appropriate.** IT has been working with PQ Admin to address this issue. The procedure will be updated when other resolutions are developed.

When appropriate, **click "Unlock This Computer" to unlock the station.** Again, be patient, as this is not instantaneous.