

## Computer and Internet Acceptable Use Policy

The library provides access to computer hardware and software and to the Internet for the patrons' use. All users of the library's computer resources are expected to use these resources correctly and only for legal purposes.

### Internet Access

The Internet and its available resources contain a wide variety of material and opinions from varied points of view. Library staff cannot control websites which often change rapidly and unpredictably. Users and caregivers are hereby notified that they are responsible for the websites they reach. Parents of minor children must assume responsibility for their children's use of the Internet through the library's connection.

The Library has implemented filtering software on its computers to protect against visual depictions of obscenity, child pornography, and materials harmful to minors. While the library attempts through this filtering software to prevent direct access to materials that would not be generally acceptable in a public library, it is technically impossible to prevent access to all objectionable material.

The use of the Internet, either using library equipment or through connections provided by the Library, is a privilege and access is voluntary. Unacceptable use, as determined by the library, will result in disciplinary action. In this regard, the following specific guidelines will be in effect for the use of the library computer equipment and Internet access:

- ❑ Sign-up will be handled in Decatur at the reference desk for adult services computer use and at the children's services circulation desk for children's services computer use; in Geneva, registration is handled at the main desk. Sign up is on a first come, first serve basis.
- ❑ Patrons may use the library's computers or bring in a personal laptop or other device to connect by wireless connection to the Internet. The library's policy prohibits non-library computers from being plugged into the library's internal wired network.
- ❑ Printing must be completed during the allotted computer time.
- ❑ Care-givers are responsible for assisting and supervising their children using the computers.
- ❑ The staff will be happy to assist with the basics of our computers or offer special workshops. Staff will be happy to direct patrons to other resources in or available through the library.
- ❑ The library is not responsible for lost files, computer glitches or unforeseen problems
- ❑ No food or drink is permitted near the computers.
- ❑ Should more than two people gather at a computer station and it becomes too noisy, the onlookers may be asked to leave.
- ❑ Only program applications provided by the library may be used on library equipment. Personal program applications may not be installed onto these machines.
- ❑ Computers may be designated for specific purposes (i.e. reference, online catalog, genealogy, non-cardholders/visitors). Please see staff for details.
- ❑ Users have an initial time at the computer of one (1) hour with an additional one (1) hour available at the discretion of staff. Exceptions may be made for online coursework, proctoring, and/or testing at the discretion of the staff.
- ❑ Children under seven (7) may only use the Internet computers with a parent or guardian.
- ❑ Parents and guardians are strongly encouraged to discuss with your children the ramifications of using Email, messaging, and other forms of direct electronic communication. Disclosure and dissemination of personal information should also be discussed. Children's access to the Internet is strictly the responsibility of the parent or guardian.
- ❑ Patrons using computer resources are asked to report any computer problems immediately to nearby staff.

Computer resources may not be used for the following purposes:

- ❑ Violation of any applicable federal, state, or local laws, ordinances, rules, or regulations;
- ❑ Harassment of other persons or parties;
- ❑ Libel or slander of other persons or parties;
- ❑ Destruction of or damage to equipment, software, or data belonging to the library or other users;
- ❑ Gaining or attempting to gain unauthorized access (or hacking) to any computing, information, or communications devices or resources;
- ❑ Disruption or unauthorized monitoring of electronic communications;
- ❑ Unauthorized copying of copyrighted or other protected material;
- ❑ Violation of computer system security;
- ❑ Unauthorized use of computer accounts, access codes, or network identification numbers assigned to others;
- ❑ Use of computer communications facilities in ways that unnecessarily impede the computing activities of others (such as randomly initiating interactive electronic communications or email exchanges, overuse of interactive network utilities, etc.);
- ❑ Violation of software license agreements;
- ❑ Violation of network usage policies and regulations;
- ❑ Violation of another person's or party's privacy;
- ❑ Any and all other matters which the library, in its sole discretion, subject to constitutional limitations, and in consideration of the best interests of the public, determines to be an unacceptable purpose.

These guidelines must be followed by all patrons using the library's computer resources. Penalties for violations will be imposed commensurate with the nature of the violation, subject to the discretion of the library director or designee. Generally, a first violation, if not unlawful, will result in a spoken warning. For a second offense, the violator will be asked to leave. For a third offense, the violator may lose library privileges. A violator of any of these guidelines may be barred from entry into the library at the discretion of the library director or designee.

The Library assumes no responsibility for any damages, direct or indirect, arising from use of the Internet or from its connections to other Internet services.

Approved by the Adams Public Library System Board of Trustees  
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