

FLAGG-ROCHELLE PUBLIC LIBRARY DISTRICT

Computer Use Policy

The Flagg-Rochelle Public Library District is committed to provide access to resources in all types of libraries and information sources. Internet Access is a privilege extended to the Flagg-Rochelle Public Library District's patrons and is not an automatic right nor an obligation of the Library District.

"Global" Versus "Local" Resources

Most resources available via the Internet and other electronic information networks are "global" resources rather than "local" resources. The Flagg-Rochelle Public Library District does not and cannot control the information content available through global resources such as information obtained from outside sources via the Internet. Internet resources can potentially enhance and supplement resources that are available locally within this Library. Library users must be aware that the Flagg-Rochelle Public Library District does not exercise control over information obtained via the Internet and must keep in mind the following points when evaluating information obtained via the Internet:

- information obtained via the Internet may or may not be reliable
- information obtained via the Internet may or may not be obtained from a reliable source
- information obtained via the Internet may or may not be accurate
- information obtained via the Internet may or may not be current or up to date
- links to information on the Internet may not always be valid
- particular information sites on the Internet may be unpredictably unavailable
- certain information obtained via the Internet may be considered controversial by some library patrons.

The Flagg-Rochelle Public Library District urges library patrons to be informed users and carefully evaluate information obtained via the Internet. The Flagg-Rochelle Public Library District, its Staff, and Trustees are not responsible for damages, indirect or direct, arising from any library patron's use of Internet information resources.

Library Patrons' Rights

Library patrons have certain rights with respect to use of electronic information resources such as the Internet. The Flagg-Rochelle Public Library District will work with other libraries in Illinois to preserve and protect these rights, subject to limitations imposed by licensing and payment agreements with database providers.

- Library patrons have the right to confidentiality and privacy in the use of electronic information resources to the extent possible given certain constraints such as proximity of other patrons and staff in public access settings.
- The library will neither confirm nor deny whether an individual has signed an Internet agreement and is authorized to use the Internet. No user information will be divulged by any library district employee without a court subpoena, or the prior written consent of that user.
- Library patrons have the right to equitable access to electronic information resources

Acceptable Use

The Flag-Rochelle Public Library District requires that library patrons using electronic information resources such as the Internet do so within the guidelines of acceptable use.

Acceptable uses include but are not limited to:

- the accessing of information resources
- the promotion of reading development through family literacy for at-risk families
- private or business communication

Unacceptable uses include but are not limited to:

- use of electronic information networks for any purpose resulting in the harassment of other users
- inappropriate language that would promote violence or hatred
- destruction of, damage to, or unauthorized alteration of the library's computer equipment, software or network security procedures
- use of electronic information networks in any way that violates a federal or state law
- use of electronic information networks in any way that violates licensing and payment agreements between the Flag-Rochelle Public Library District and network/database providers
- unauthorized duplication of copy protected software, violation of software license agreements or any other violation of existing and future copyright law provisions
- violation of system security
- behaving in a manner that is disruptive to other users, including but not limited to, overuse of computer equipment that serves to deny access to other users
- violation of another user's privacy
- storage of data to anything other than a personal diskette, or removable drive
- use of the library's institutional electronic mail (e-mail) account
- use of personal software
- misrepresenting oneself as another patron
- attempting to gain access to files, passwords or data belonging to others (hacking)
- distributing pornographic materials to minors

The Flagg-Rochelle Public Library District does not offer electronic mail (e-mail) accounts. Patrons may download their e-mail if they know the Internet address of their private accounts.

Children's Access to Electronic Information Networks

The Flagg-Rochelle Public Library District supports the right of all library users to access information and will not deny access to electronic information networks based solely on age.

Library patrons use the Internet at their own discretion. The Internet may contain material that is inappropriate for children. Parents are expected to monitor and supervise their children's use of the Internet. The Library's Staff is not in a position to monitor or supervise children's use. Parents are encouraged to discuss with their children issues of appropriate use and electronic information network safety. We also encourage parents to access Internet resources together with their children. In some cases, children may require assistance in accessing Internet materials, but due to limited library staff funding, such extensive assistance may not be available.

Computer users under the age of 18 must have a parent's or guardian's signature on a Computer Users Agreement allowing their child to use library computers. Children who are temporarily residing in the library district (such as grandchildren visiting grandparents) may also register to use the computers. The parent or guardian must come in with the child and sign the User Agreement in the presence of a library staff member. The User Agreement is not valid unless it is signed by the parent or guardian with both the parent or guardian and the child being in the presence of a library staff member.

Library Procedures Relating to Electronic Networks

The Flagg-Rochelle Public Library District has developed certain internal procedures to assist staff and patrons in the use of electronic information resources. These procedures include, but are not limited to, the following:

- Computer User Agreement procedure
- Time limits
- Restrictions on the use of personal software
- costs for printing and or storage devices
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Although the Library expects that patrons will have basic computer skills, the Staff may provide help in the use of electronic resources as time permits.

Computer User Agreement

To use a computer a Computer User's Agreement must be signed.

- Patrons must present a **valid** public library card when completing a Computer User Agreement.
- Patrons without a valid public library card may purchase a Computer-Use-Only card for \$1.00 a day or \$25.00 a year and complete the Computer User Form.
- Computer users under the age of 18 must have a parent or guardian's signature on a Computer Users Agreement. The parent or guardian must present photo ID card and sign the statement in the presence of a library staff member.
- A parent or guardian, wishing to limit their children's access to the Internet, may do so by signing the waiver found on the Computer User Agreement form.

No exceptions to these requirements will be made.

Time Limits

- All computer users must have a signed Computer User Agreement on file at the Adult Circulation Desk.
- To allow the maximum number of library patrons, use of public access Internet computers, computer use will be limited to one 45-minute period per day.
- To request additional time to complete a project a computer must request an extension by coming to the circulation desk **before** the initial time period ends.
- If all computers are in use, a patron may obtain a "reservation" by presenting their library card at the circulation desk. Library Staff will not look up library card numbers -- the card must be physically present. In no instance will a "reservation" allow a current or waiting computer user to use a library computer after library hours as the computers are automaticall shut down 10-15 minutes before closing.
- Public access computers automatically shut down 10-15 minutes before the end of the day and can not be extended beyond closing time.

Restrictions on the use of personal software

- Computer Users may not install any of their own software on the library's computer nor use their own software.
- Files are regularly deleted from publilc access computers so work should not be saved to the hard drive. Any work must be saved only to your personal storage device.
- The Library is not responsible for loss of data, damage to diskettes, or any other materials owned by the Computer User and used with the Library's computer and printer.
- Users are liable for any damage caused by misuse or mistreatment of hardware or software.

Costs for printing & storage devices

- Black & white printer is provided; the cost to print is \$.15 per page for either the library's paper or the patron's paper.
- Patrons are encouraged to use the “preview” feature as they will be expected to pay for all pages printed.
- Storage devices or USB Flash drives may be available for purchase for a minimal fee.

Breach of Policy

Violation of any aspect of this policy may result in the loss of library privileges. In addition, the Flagg-Rochelle Public Library District is bound by an agreement with its Internet provider, Rochelle. Net. This agreement prohibits any unlawful use of the Internet. Patrons making unlawful use of the Internet may be banned from using the Library's Internet resources.

Illegal acts involving the Flagg-Rochelle Public Library District's computing resources may be subject to prosecution by local, state or federal authorities. The Flagg-Rochelle Public Library District will cooperate fully with all appropriately initiated law enforcement activities on all matters regarding the use of the Library's computing resources and enforcement of local, state and federal laws.

The Flagg-Rochelle Public Library District may vary these policies or establish any additional policies necessary to regulate access or prevent misuse.

Approved: April 23, 2007

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