# Community District Library

# Computer Use Policy

The Library's public computers allow users to search a variety of electronic resources. Internet-connected computers provide information beyond the confines of the Library's collection. Internet computers offer a full range of the most popular Internet browser plug-ins for searching the Internet, displaying files, and viewing multimedia content. Internet-connected computers also provide access to word processing. No computer provides support for all file types, browser plug-ins, or Internet technologies.

Use all Library computers in accordance with this policy and the Community District Library Patron Code of Conduct.

## Access to Internet Resources

Community District Library is committed to providing access to informational, educational, recreational and cultural resources for Library users of all ages and backgrounds. Throughout its history, the Community District Library has made information available in a variety of formats, from print materials to audiovisual materials. The Library's technology provides the opportunity to integrate electronic resources from information networks around the world with the Library's other resources. The Library strives to balance the rights of users to access information resources with the rights of users to work in a public environment free from sounds and images intended to harass other Library users or Library staff.

The Library's goal in providing Internet access is to enhance its existing collection in size and depth and, as a public access agency, to give anyone who wishes to use the Internet the chance to do so.

Upon request, Library staff will, to the extent possible, help you use the computers to find the information you need. Library staff may help you learn to use search tools on the Internet computers, although they cannot provide extensive one-on-one instruction.

**Internet filtering**

The Internet offers access to a wealth of material that is personally, professionally and culturally enriching to individuals of all ages. However, it also enables access to some material that may be offensive, disturbing, illegal, inaccurate or incomplete. Users are encouraged to evaluate the validity and appropriateness of information accessed via the Internet on Library computers.

Computer filtering software may help to block access to objectionable Internet sites. However, the software cannot block out all objectionable sites, and it does sometimes block useful material, including sites that are suitable for children, teens and adults.

Public Internet computers are equipped with commercial filtering software. The Library's filtering policy upholds the principles of intellectual freedom, allowing adults to make their own choices regarding filtering. The policy also aims to ensure that our libraries are safe and welcoming places for children.

The Children's Internet Protection Act (CIPA) requires libraries receiving federal support for online technology to implement filters that block material considered obscene, child pornography, or, in the case of persons under the age of 17, harmful to minors. Community District Library complies with CIPA. The U.S. Supreme Court held that CIPA is constitutional.  Unlimited adult access to the Internet is possible. Adults may request that the filtering technology be disabled, and they need not explain the reason for the request to Library staff. Thus, adult Library users can continue to benefit from federal e-rate discounts, without experiencing undue interference with public Internet access.

- Adults (18 years and older) have filtered Internet access but may choose to ask Library staff to disable filtering restrictions.
- Children (17 years and younger) have filtered Internet access.

**Time and Other Limits**

To use a computer, a Library patron must use his or her own Library card number. A visitor who does not have a Library card may receive a computer use guest pass. A Library cardholder may not receive a guest pass, and no visitor may receive more than one guest pass per day.

Each individual is limited to one thirty (30) minute session per day of computer use and must use his or her own Library card number or guest pass number to log onto a computer. Additional computer time may be granted at the discretion of Library staff. The Library's computers are set up for use by a single individual.

**Privacy**

The Library's computers are in a public area. Others may be involuntarily exposed to what you are viewing. The Library asks that you remain sensitive to the fact that you are working in a public environment shared by people of all ages. The Library cannot guarantee the confidentiality of any information stored on Library computers. Patrons should therefore not store information on Library computers. Moreover, the Library reserves the right to delete information stored by patrons on Library computers.

**Precautions**

Illegal activities or activities that interfere with or disrupt the network, users, services or equipment are prohibited. The Library does not routinely monitor public computers, but reserves the right to do so when a violation of this policy or illegal activity is suspected. Staff is authorized to take immediate action to protect the security of computers and the network and to enforce this policy. This includes confiscating any removable media, requiring a user to leave a computer or the premises, and contacting law enforcement authorities.

You are responsible for complying with copyright law, licensing agreements and the policies of individual websites that you view.

Software and other files downloaded from the Internet may contain viruses or spyware that may infect other computers. Patrons are prohibited from downloading software to Library computers without prior Library staff approval.

**Wireless Use**

Wi-Fi is currently available at all Library branches except the Byron and New Lothrop Branches.

Wireless Internet service (Wi-Fi) is available during branch hours only. Library Wi-Fi is password protected. Library staff will provide patrons current passwords.

Patrons cannot access the Library's printers from wireless devices. Patrons assume the risk of using Library-provided Wi-Fi on their personal devices.

You may experience fluctuating bandwidth on the libraries' public wireless, depending upon how many people are using the wireless connection and what they are downloading.  Streaming video and some online games consume large amounts of bandwidth. Some areas of our Library buildings may not be close enough to a wireless router and may have lower signals and slower speeds.

Patrons should be aware of the following principles:

- The Library is not responsible for the privacy of information you transfer over our network.
- You are responsible for ensuring that your computer has security protection against viruses and other malware. You use the Library's wireless network at your own risk.
- The Library assumes no responsibility for damage, theft, or loss of a patron's equipment, software, data files or other personal property brought into or used at the Library's facilities.
- Library staff is not able to provide technical assistance. You are responsible for your own equipment. The Library does not take responsibility for any changes you make to your computer's settings and cannot make any guarantee about the compatibility of your equipment with the Library's network.
- There is no guarantee that you will have wireless access at any Library branch at any specific time or with any specific equipment. Service disruptions may occur, and some equipment may not be compatible.
- The Library does not guarantee that you will have access to every Internet site using the Wi-Fi connection.

**Rules of Library Computer Use**

Failure to comply with the following rules may result in loss of computer privileges, loss of Library privileges and/or criminal prosecution.

At each log-in, Library computer users must complete a click-through agreement acknowledging these rules and must agree to the following rules in order to use the Library computers:

1. Log on using your own Library card or guest pass number and promptly give up the computer when your time has elapsed.
2. Promptly give up the computer when requested by staff.
3. You may download files using supported media. The Library is not responsible for damage to your media or for corruption of your data, including damage caused by mechanical malfunction or corruption caused by virus or spyware infection while using Library computers. Do not attempt to run or execute programs or applications from personal storage media.
4. There is a charge for printing from public computers. The charge is posted. You must pay before receiving print outs.
5. Respect other's privacy by not attempting to observe or comment on what others are viewing. Remain sensitive to the fact that you are working in a public environment shared by people of all ages.
6. Stop viewing any site that creates a hostile environment for other Library users and staff if a staff member asks you to stop, and do not view similar sites when others are present.
7. Use headphones or ear buds when listening to audio content, and keep volume low so you do not disturb others.
8. As a courtesy to others, log off completely when you are finished with your session. This also protects the privacy of your search.
9. Do not gather around computers when doing so may obstruct others or create noise that distracts others.
10. Do not use another's identification, bar code or pin number, with or without permission, to sign up or log on to a computer.
11. Do not misuse computer equipment or software.
12. Comply with this Computer Use Policy.

**Misuse includes but is not limited to:**

- Viewing material that violates federal, state or local laws or regulations, including those regarding accessing, viewing, printing and distributing obscenity or child pornography
- Hacking into the Library computer system or any other computer system
- Mishandling, damaging or attempting to damage computer equipment or software; tampering with computer settings
- Interfering with system operations, integrity or security
- Attempting to gain or gaining access to another person's files or authorization code

- Engaging in any activity that is deliberately offensive or creates an intimidating or hostile environment
- Violating copyright laws and software licensing agreements or the policies of the individual websites that you view
- Failing to pay for printing
- Refusing or ignoring a staff person's request to give up a computer
- Failing to log in using your own Library card number or guest card number
- Failing to comply with time limits
- Any other violation of the Computer Use Policy