



COMPUTER & INTERNET USE POLICY

COMPUTER USE

Library computers are provided for public access to the Internet, Library catalog, reference databases, games, and word processing software. To use a public computer, patrons are asked to log in with a current Library card in good standing (with fines under \$5). Since it is the goal of the Library to provide computer access to as many patrons as possible, the Library can only guarantee one 30 minute session. However, extension of this time may be granted if the computer does not need to be accessed by other patrons or Library staff.

Computers must be used in a responsible manner, respecting the rights of others, and taking care with the use of the equipment. Unacceptable uses include but are not limited to:

1. Access by minors to material that is obscene, child pornography, sexually explicit materials harmful to minors, or inappropriate material for minors
2. Access by adults to materials which is child pornography or otherwise obscene as defined by federal and state law including, but not limited to, 18 USC 2256(8).
3. Uses that involve unauthorized access and other unlawful uses such as “hacking”, credit card or retail fraud, and any other unlawful uses or activities online.
4. Uses which may cause harm to the Library or another computer systems including damaging/modifying the Library’s equipment, settings, or software.
5. Uses that violate confidentiality, trade secret, or copyrights.
6. Failing to respect the privacy of other Library computer users or library patrons.

NON-RESIDENT USE

Visitors living outside the boundaries of the Lakeland Library Cooperative will be provided computer use but will be asked to show a valid driver’s license or state ID.



STAFF ASSISTANCE

Staff will provide limited assistance to patrons for basic start-up procedures but may not be able to provide more in-depth technology training. The Library cannot guarantee that Library staff will be available at all times to assist patrons.

SAVING/DOWNLOADS

Saving and downloading to the computer hard drive is not allowed. Patrons wishing to save documents must bring a flash drive.

PRINTING

Patrons may print documents from public computers. Print costs are currently \$.15 per page for black & white and \$.25 per page for color.

INTERNET ACCESS

The Allendale Township Library provides access to the Internet as part of its commitment to meet the community's information needs. The Library is committed to preventing minors from viewing obscene matter, sexually explicit matter harmful to minors, and matter inappropriate for minors. To this end, all Internet access public computers provide filtered Internet access. Filters may be disabled upon request for those 18 and older.

CHILDREN'S INTERNET ACCESS & CIPA COMPLIANCE

The Children's Internet Protection Act (CIPA) is the federal law that requires all computers in a public library to be filters if that library accepts any federal funds for Internet access or computers used for Internet access. The Allendale Township Library complies with the requirements of CIPA.

The Library provides filtered access to the Internet but reminds parents and guardians that the Library does not take responsibility for what their children view on the Internet. The Library makes every effort to provide a safe Internet environment for children that complies with existing state and federal law. Because no filter technology exists that is 100% effective, parents and



legal guardians are encouraged to accompany their children at all times during Internet use, regardless of the protections in place.

To the extent practical, steps have also been taken to promote the safety and security of users of public computers when using electronic mail, chat rooms, instant messaging, and other forms of direct electronic communications. Specifically, as required by CIPA, prevention of inappropriate network usage includes: unauthorized access, including 'hacking', and other unlawful activities; and unauthorized disclosure, use, and dissemination of personal identification information regarding minors.

WIRELESS INTERNET

The Allendale Library is pleased to offer filtered Wireless access to the Internet throughout the building for those who bring their own laptops or mobile devices.

TERMINATION OF COMPUTER USE

Library employees are authorized to terminate any patron's computer use session if the user has failed to comply with the Library's Computer and Internet Use Policy and/or rules. The Library Director may impose longer or more permanent restrictions for violations of the Library's Internet Policy. Computer users whose session has been terminated or prohibited may request that the decision be reviewed by the Library Board.

Those utilizing Library computer access to perpetrate illegal acts will also be subject to prosecution by local, state, and federal authorities. Users will be held financially responsible for any damage to Library computer equipment or software.

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infringement lies with the user. The Allendale Township Library expressly disclaims any liability or responsibility arising from use of its equipment or technology including use of information obtained through its electronic information systems.