

McLean County Public Library

Computer Use Policy

Though the Internet is a valuable information resource, it is an unregulated medium, and some websites may be inaccurate, unreliable, personally offensive, or even illegal. **THE LIBRARY HAS NO CONTROL OVER INFORMATION ACCESSED THROUGH THE INTERNET, NOR ARE THEY RESPONSIBLE FOR ANY DAMAGES RESULTING FROM ACCESSING THE INTERNET.**

The following behaviors are not permitted on Library computers, some of which may violate local, state and/or federal laws. A Library computer may not be used to:

- **View, display, or transmit obscene materials, with the library reserving the right to exercise judgment**
- **Engage in any illegal purpose, including but not limited to: hacking, misrepresentation, harassment, slander, violating copyright and/or software agreements**
- **Alter, damage, or abuse Library hardware or software or other Library property**
- **Create an intimidating or hostile environment**

The Library reserves the right to prohibit violators of Library computer policies/procedures from using Library computers.

All minors (15 and under) must have prior parental approval before they may access the Internet at the McLean County Public Library. **As with other materials, parents and guardians are responsible for information their children may access. The Library strongly encourages parents and guardians to guide and monitor their children in using the Internet.**

GENERAL PROCEDURES

Although library staff is able to offer searching suggestions and answer some questions, they cannot provide in-depth training on Internet and personal computer use. Some staff members have extensive knowledge of the Internet, for others it is a new experience. Because of scheduling, staff that is knowledgeable about the Internet and its applications may not always be available.

Each patron must show his or her own McLean County Public Library card to access the Internet.

The Patron must agree to the terms of the Library's Computer Use Policy and have a signature card stating policy has been received on file at the circulation desk before using a computer.

Patrons are not allowed to use anyone else's information to log on to the computers. Anyone logged on under someone else's name will be asked to leave the library.

Computers may be used for 60 minute sessions, for a total of 2 sessions per day. Sessions may be extended if no one is waiting to use the computer.

There is no charge for Internet service. However, patrons will pay for **all** printouts (.20 per sheet for b & w, .50 for color) and faxes sent or received (1.00 per page)

Serious computer work will take precedence over game playing and social networking. Patrons may be asked to move to a different computer if the staff or another patron needs to access some of the programs specific to a particular computer.

PATRONS UNDER THE AGE OF 15

Patrons under the age of 15 must have a parent or guardian fill out a computer use card indicating they have permission for computer use and Internet access at the McLean County Public Library

A patron under 15 who does not have a signed permission form to access the Internet will not be allowed to utilize the computers at the McLean County Public Library.

WIRELESS NETWORK

Users who wish to access the Wireless Network will need the following:

A laptop computer or other wireless-enabled device

A wireless network interface card compatible with the Wi-Fi Standard

To configure the laptop or wireless device to access the Wireless Network

A charged battery—electrical outlets will not be available for use.

Compatible earphones if planning to use audio files

WIRELESS NETWORK LIMITATIONS AND DISCLAIMERS

Library staff is not able to provide technical assistance and no guarantee can be provided that you will be able to secure a wireless connection.

The Library's wireless network is not secure. Information sent from or to your device can be captured by anyone else with a wireless device and the appropriate software, within three hundred feet.

The Library assumes no responsibility for the safety of equipment or for laptop configurations, security, or data files resulting from connection to the Library's wireless network.

INTERNET/COMPUTER MISUSE

The Library staff is authorized to refuse anyone access to the Internet or Computers. The violation of the above regulations will result in the following actions:

The 1st violation will result in a warning

The 2nd violation will result in the loss of computer/Internet access for the day.

The 3rd violation will result in the loss of Internet/computer access for 6 months to one year, depending on review by the Library Board.

Repeated violations of this policy will result in permanent loss of Internet/computer access.

The following are considered violations:

Any unauthorized connection to the Library's network, hacking or other unlawful activities.

Uses that violate confidentiality of information as affirmed in several Kentucky Attorney General Opinions. Kentucky law recognizes the confidentiality of library records. Personally identifiable information about users, including minors, will not be disclosed or used in any way, except to law enforcement authorities as provided in the law. Users should be aware, however,

that due to the technical difficulties involved in providing absolute security, transactions and files could become public.

Use of Chat rooms—NO CHATTING ALLOWED

More than 2 people per station

Exceeding time limit when other patrons are waiting

Charge fees to Library via Internet workstations

Exhibit pornographic material on the Internet workstations (KRS 531.020)

Violating copyright or software licenses while using Internet workstations (US Copyright Law Title 17, US Code)

Use of Internet workstations to harass others

Illegal activities on Internet workstations

Misrepresenting oneself on the Internet via Internet workstations. Use that compromises the safety and security of minors when using e-mail, social media and other forms of direct electronic communications is strictly forbidden.

Commercial use of the Internet via Internet workstations

Intentional damage to workstations, printers, and/or additional property

Altering hardware/software configurations or saving information to the hard drive.

WARNINGS

1. The Copyright law of the United States (Title 17, United States Code) governs the reproduction, distribution, public performance and public display of copyrighted material. Responsibility for possible copyright infringement lies solely with the user and the Library disclaims any responsibility or liability resulting therefrom.
2. Displaying of sexually suggestive objects or pictures could be in violation of Federal and State obscenity laws.
3. The user agrees to hold the Library harmless from any claims, losses, damages, obligations, or liabilities relating to the use of information obtained from the Library's electronic information system.
4. Information downloaded from the Internet may contain a virus and users are cautioned to have to have virus checking software on their computers/wireless devices. The Library is not responsible for damages to user's storage media, or computer devices for

any loss of data, damage, or liability that may occur from an individual's use of the Library Internet and/or computer services.

5. Activities which disrupt the Library or its network are prohibited and may result in the loss of access to some or all library services up to and including legal action.
6. The Library reserves the right to modify the Computer and Internet Use Policy at any time.

Adopted by the McLean County Public Library Board of Trustees this 2nd day of February, 2013

Reviewed and revised, March 3, 2106

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