

# **PUBLIC ACCESS COMPUTER POLICY OF THE NORTH MADISON COUNTY PUBLIC LIBRARY SYSTEM**

Access to electronic information via the World Wide Web is complementary to the mission of the North Madison County Public Library System (hereafter identified as NMCPLS). Electronic information can satisfy the research and informational needs of NMCPLS users, and access to the Internet provides an unlimited resource of knowledge contained in libraries, databases, and other information resources around the world.

No one owns the Internet and therefore it cannot be legally controlled in its content or information. The NMCPLS Board of Trustees and the library staff are not responsible for the information that is accessed/obtained while using library equipment. In offering the Internet to the community, library staff cannot control access points, which often change unpredictably and rapidly. Therefore, library users access and use the Internet at their own risk. Users are hereby notified that they, not NMCPLS, are responsible for the access points they reach on the Internet.

The library strongly recommends that users of the Internet not reveal their personal address, telephone number, credit card number, bank account number, social security number or any other financial or personal information. The library can assume no liability for the performance or quality of any products purchased over the Internet, and cannot guarantee the confidentiality of personal and credit card information transmitted over the Internet.

Failure to abide by the Internet Use policy may result in the loss of Internet and/or NMCPLS library privileges. Continued violation of the situations listed below will result in suspension of all library privileges:

- Violation of computer security system.
- Violation of another user's privacy.
- Use of the internet for unlawful, indecent, or malicious activities, including display of sexually explicit graphics
- Misrepresentation of the library or the identity of oneself.
- Use of abusive or objectionable language and the display or transmission of profane, abusive, or threatening language.
- Engaging in harassing behavior, such as sending or posting slanderous, libelous, obscene, or threatening messages, and other activities that could cause congestion and disruption of networks and systems.
- Violating any local, state, or federal statute.
- Downloading and/or installing software to the hard drive of any library computer.

The Board of Trustees of NMCPLS reserves the right to:

- Implement a fee structure in accordance with use of the Internet and to change the fees as necessary. [There is a charge of ten (\$.10) cents per black and white copy and forty (\$.40) cents per color copy if the patron wishes to print his work.]
- Use a software program to filter the use of the Internet according to the mission, collection policies, and community/legal standards with regard to obscenity on any or all computers.

(Federal Law requires all public libraries that receive funding from grants, USF, and other sources to filter the Internet by July 2002.)

- Require the use of acceptable identification for anyone using the Internet at the library. All persons residing in, or owning property in the townships we serve will be required to hold a current NMCPLS library card to access the library's computers. Patrons are responsible for fine balances at or over \$10.00 and will be required to pay \$1.00 towards their fine balance per each daily computer use until their fine is below \$10.00. The patron's barcode needs to be kept confidential. A computer card may be issued to those who live outside the library district. It allows the user computer access for one year (this does not allow material checkout). This card must be renewed in order to continue computer use after its one-year expiration. If a person is a one-time only visitor to the library, they may use the NMCPLS guest pass. This guest pass is valid for a one-time use only. If a patron returns to use the computers they will be asked to obtain a computer card.
- Patrons recently moving to one of our 5 townships upon presenting an unexpired photo ID may be issued a computer courtesy card for 30 days to allow use of the library's computers until accepted forms of ID and residency are available unless the patrons already has an Evergreen account. After 30 days, the patron will be required to provide documentation to obtain a resident card.
- Limit the amount of time workstations may be used in order to make equipment available to other library users. Patrons will begin with a one-hour time limit. If no one is waiting to use the computer, the patron may begin increasing his or her time in fifteen (15) minute increments for a maximum of two (2) hours total. If the computers are full after your one-hour time limit, you must relinquish your computer to the waiting patrons. Patrons that use only a portion of their original one (1) hour can return later that same day to finish their time.
- Modify this policy at any time.

As in the use of all other NMCPLSs materials, children's access to the Internet is the sole responsibility of the child's parent or guardian. Parents of children who are under 18 years old must monitor their children's use of the Internet just as they monitor the use of NMCPLS's video collection. Parents and children are encouraged to read/view and discuss the resources that NMCPLS has available regarding safe and appropriate use of the Internet by minors. No child under 18 will be allowed to use the Internet without a signed consent form on file. Children under the age of 18 will not be allowed to use the computers located in the Indiana Room unless accompanied by a parent or guardian.

Presently, it is not possible to use the same selection criteria, which are used for other Library materials. Therefore, NMCPLS assumes no responsibility for the accuracy, quality, or quantity of any information, or the site where that information is obtained. The library does prohibit accessing obscene material and intentionally leaving it for others to view.

The NMCPLS offers laptop computers for checkout. The laptop computer may not leave the building and it must be returned in the condition in which it was loaned. Patrons are liable for any damages incurred during the loan period which may include replacement cost. Patrons over 18 years of age must provide a valid state issued I.D. to be left with the library staff for the duration of the laptop loan. The parent or legal guardian of patrons under the age of 18 may checkout a laptop computer to be used by his/her child in the library for homework purposes. During the loan of the laptop computer the parent or legal guardian will remain at the library and assume responsibility for the library's equipment.

Staff will keep a record of the patron's name, address, and driver's license number for liability purposes. Laptop computer loan times will follow the time restraints placed on other workstations as stated in this policy. Staff use of the laptops takes precedence over patron checkout. Laptops, which are available in public areas at the Elwood branch, are only to be used by patrons over 18 years of age.

The computers designated for children at each branch are only to be used by children under the age of 18. Adults should only use these computers in a supervisory capacity. Children wishing to access Internet resources on these computers need a signed Internet Permission form on file. Teenagers wishing to access the teen-rated programs on these machines must have a library card, other approved age verification, or written parental consent on file.

The NMCPLS makes no guarantees, either expressed or implied, in respect to any equipment, programs, or other materials, their performance, or fitness for any particular purpose. Materials and equipment are provided for use "as is." The entire risk as to the quality and performance of computer equipment, programs, and documentation is with the user. In no event shall the library be liable for actual, incidental, or consequential damages in connection with or arising from the use of any equipment, programs, or other library materials. Misuse of the Library's computers or any violation of this or the Computer Use Policy will be subject to the Patron Behavior Policy.

Adopted 4/12/03

Reviewed & Amended 08/31/2006

Reviewed 06/11/2007

Reviewed & Amended 05/12/2008

Reviewed 06/10/2009

Amended 07/22/2009, 10/12/2009

Reviewed & Amended 05/10/2010, 05/09/2011

Reviewed 06/11/2012, 05/13/2013

Reviewed & Amended 05/12/2014, 05/18/2015, 05/16/2016