

Computer and Internet Use

In response to evolving technology and the changing needs of the community, LHPL endeavors to develop collections, resources and services to meet the informational, educational and recreational needs of its patrons.

Computer use is a voluntary action initiated by patrons. LHPL considers providing use of public computers and Wi-Fi access, without charge, a privilege extended to patrons.

LHPL cannot guarantee privacy or confidentiality when a patron accesses the Library's Internet system. Additionally, the Library cannot guarantee the security of transactions over the Internet.

The Lincoln Heritage Public Library Board reserves the right to:

- Implement a fee structure in accordance with use of the Internet and to change the fees as necessary
- Require the use of a library card for anyone using the Internet at the Library
- Modify this policy at any time

Adopted: May 2012; Revised: March 21, 2016

Usage

Use of the library computers is on a first come, first serve basis. An individual may check out a computer for an hour, and may request additional time depending upon computer availability. Public use of the computers will end 10 minutes before the library closes for the day. The library reserves the right to limit the time a person may use a public computer.

Only one person will be allowed on a computer at any time. The exception to this is when a parent/guardian is supervising his/her child's use of the Internet.

Consideration for noise is the same in the computer room as the rest of the library.

Noise should be kept to a minimum, i.e. the person next to a customer or at the next table should not be disturbed by conversation or sound.

Patrons with \$10.00 or more in fines must reconcile their account before they may use a computer.

Adopted: May 2012; Revised: March 21, 2016

Patron Requirements

The use of LHPL computer systems and public access Internet is open to the public. Anyone interested in using LHPL's workstations will be asked to show a library card, a driver's license, or state identification to staff to use the computer system. Use of any library card issued to another individual constitutes fraud, and may result in loss of library privileges for up to 6 months.

Adopted: May 2012; Revised: March 21, 2016

Patron Responsibilities

The Library reserves the right to monitor all use of the computers and review any materials stored in files to which all Internet users have access, and shall remove any material which, in its opinion, does not comply with this document.

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Expectations of Patron

The use of Library computing resources is a privilege and is subject to the following rules and restrictions. The following intentional actions are considered unacceptable and may result in loss of computer resource privileges, library privileges, and/or prosecution by local, state, and federal authorities.

1. Accessing, transmitting, uploading, downloading, or distributing material **or language, including, but not limited to pornography**, child pornography, obscene material, **abusive, sexually explicit**, material harmful to minors, **or** in violation of local, state or federal law;
2. Developing, transmitting, or distributing material that is intended to annoy, harass, or alarm another person, or material that insults, or potentially defames, slanders, or libels another person, **including, but not**

limited to malicious, threatening, harassing, or obscene behavior. Obscene behavior includes public display of obscene materials on a computer screen or in hard copy;

3. Engaging in any illegal activities using library computers or networks;
4. Vandalizing, damaging, modifying or disabling library computers, networks, software, electronic resources, or any library property, or violating or attempting to violate a computer's security system;
5. Attempting to gain unauthorized access to, or to distribute, any of LHPL's confidential personal information, computing information, or other private information;
6. **Users shall respect all copyright laws and licensing agreements pertaining to software, files, and other resources obtained via the Internet and all other protected material;**
7. Attempting to obtain from another Internet user, or to provide another Internet user with, personally identifying information about a minor;
8. Violation of another person's privacy;
9. Disrupting others' use of computer resources in any way;
10. **Minors shall not disclose personal identification information on the Internet.**
11. **Patrons have the sole responsibility of properly logging off of personal accounts (email, banks, online employment applications, etc.)**

The library reserves the right to deny computer use to anyone who does not comply with these guidelines.

Ø **First offense: Immediate suspension from using LHPL computer access (including Wi-Fi) for one month and an incident report will be filed with the library director's office.**

Ø **Second offense: Immediate and permanent loss of LHPL computer access (including Wi-Fi) with Lincoln Heritage Public Library and an incident report will be filed with the library director's office.**

A record of offense(s) will be noted on the patron's library account. A form letter will be presented to the patron at time of offense and also mailed to the customer's address on record. The library reserves the right to monitor what appears on the computer screens and the activities that are being carried out on the computers in the library.

Adopted: May 2012; Revised: March 21, 2016

Computer Searching

Patrons are expected to conduct their own searches. It is beneficial for patrons to have some prior knowledge of the Internet before accessing it on a library computer terminal. Library staff members may not always be able to provide assistance to patrons at Internet terminals.

Adopted: May 2012

Hard-drive

Patrons should not save anything to the computer's hard-drive. Be aware that files downloaded from the Internet may contain viruses and the Library is not responsible for your data contracting a virus.

Adopted: May 2012

Filtering

The Library does filter access to materials in accordance with the Children's Internet Protection Act of 2001. The staff may also request that a Patron refrain from displaying controversial sites that may be offensive to other Patrons of the Library, **as stated in the "Patron Responsibility" section of this policy.**

Adopted: May 2012; Revised: March 21, 2016

Internet Disclaimer

Because the Library has no control over Internet sources, the Library is not responsible for its content or the information retrieved. The Library makes no warranties, expressed or implied that the functions or content of the Internet will meet any user's specific requirements, or that access will be trouble-free or uninterrupted. Nor shall the Library be liable for any direct or indirect, incidental, or consequential damages, including lost data, information, or income, sustained or incurred in connection with the use, operation, or inability to use the Internet. Internet users are subject to

applicable local, state, and federal statutes. Any unlawful or malicious activity or any activity that causes harm to another person, the Library, or the Internet will result in loss of Internet use for the offending person.

Adopted: May 2012

NOTICE

In conjunction with CIPA, the “Children’s Internet Protection Act”, the Library incorporates a filtering software to insure to the best of our ability that children will be protected from online predators. We do not guarantee that questionable sites will be blocked as web sites change daily, so to protect your child we ask that you accompany them to the Library and assist them in their computer usage.

Adopted: May 2012

Computer Usage Age Guidelines

While the library staff will attempt to monitor usage of the Internet by patrons under the age of 18, it is ultimately the responsibility of parents to control their children’s usage of the Internet. Also, LHPL does not permit young adults (aged 13-17) to access chat lines or other social networks on the Internet. Examples include Facebook, Twitter, FaceTime, SnapChat, MySpace, etc. Young adults observed using chat lines/social networks will receive upon:

Ø First offense: Immediately be suspended from using LHPL computer access (includes Wi-Fi) for one month and an incident report will be filed with the library director’s office. A parent or guardian on record will be notified by phone and a letter sent describing the offense and suspension. The young adult customer’s account will also note the computer suspension.

Ø Second offense: Immediately be suspended from using LHPL computer access (includes Wi-Fi) until the young adult customer reaches age 18 and an incident report will be filed with the library director’s office. A parent or guardian on record will be notified by phone and a letter sent describing the offense and loss of computer privileges. The young adult’s library account will also note the computer suspension.

Computers in the children’s room are not to have Internet access, unless access is requested by a parent/guardian. A child will lose computer privileges for one month if observed using the Internet on a children’s room computer. And an incident report will be filed with the library director’s office. A parent or guardian on record will be notified by phone and a letter describing the offense and loss of computer privilege. The child’s library account will also note the computer suspension.

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Display for Computer Screens in Lab

All computers will have a box displayed when first accessing the computer that states the patron agrees to all the rules concerning computer use. The box must be checked before the patron can proceed on the computer. The following are the rules:

- 1. Accessing, transmitting, uploading, downloading, or distributing material or language, including, but not limited to pornography, child pornography, obscene material, abusive, sexually explicit, material harmful to minors, or in violation of local, state or federal law;**
- 2. Developing, transmitting, or distributing material that is intended to annoy, harass, or alarm another person, or material that insults, or potentially defames, slanders, or libels another person, including, but not limited to malicious, threatening, harassing, or obscene behavior. Obscene behavior includes public display of obscene materials on a computer screen or in hard copy;**
- 3. Engaging in any illegal activities using library computers or networks;**
- 4. Vandalizing, damaging, modifying or disabling library computers, networks, software, electronic resources, or any library property, or violating or attempting to violate a computer’s security system;**
- 5. Attempting to gain unauthorized access to, or to distribute, any of LHPL’s confidential personal information, computing information, or other private information;**

- 6. Users shall respect all copyright laws and licensing agreements pertaining to software, files, and other resources obtained via the Internet and all other protected material;**
- 7. Attempting to obtain from another Internet user, or to provide another Internet user with, personally identifying information about a minor;**
- 8. Violation of another person's privacy;**
- 9. Disrupting others' use of computer resources in any way;**
- 10. Minors shall not disclose personal identification information on the Internet.**
- 11. Patrons have the sole responsibility of properly logging off of personal accounts (email, banks, online employment applications, etc.)**

Adopted: March 21, 2016