SER 19

INTERNET POLICY

PURPOSE:

The Antioch Public Library District believes in supplying information in all formats to the general public. Accordingly, Antioch Public Library District provides the general public with access to the internet for research and general browsing.

POLICY:

1. All ages of the public have access to the internet. Accordingly the Library complies with the Children's Internet Protection Act and filters the internet for patrons under the age of 17. All patrons under the age of 17 must have an "Internet Agreement" signed by a parent on file in order to use the internet. Only patrons 17 and over may request that the filter be turned off while using the internet.

2. The Library acknowledges that the internet consists of erroneous, out of date, illegal, offensive, and controversial information. The Library is not able to protect the public from all sources of this information even with filters. The Library is also unable to assure access to all resources at any given time, as they may be busy, available to only authorized people, or closed.

3. The Library staff will provide limited individual instruction on the use of the internet. We also provide numerous print resources on the use of the internet and we offer group instruction classes free of charge on using the internet, computers, and various programs which assist in using the internet or computers. The Library does not provide patrons with e-mail accounts, FTP (File Transfer Protocol), or Telnet. The staff does not provide instruction for chat, gaming, shopping, online banking, or any other commercial activity.

4. The Library is not liable for costs incurred through patron use of fee based services.

5. The Library makes every effort to ensure the confidentiality of information on the computers, but these are shared computers. Users should use extreme caution choosing what information they wish to divulge on public computers.

6. The Library feels it is inappropriate to use internet privileges to interfere or disrupt other users, services, or equipment. Disruptions included, but are not limited to, the distribution of unsolicited advertising, harassment, propagation of computer worms or viruses, or the use of the work to make unauthorized entry to any other machine.

7. Patrons should not use the internet for any illegal activity, or place any text, data, graphics, images, messages, communications, files or other material related to any illegal activity on our computers or the internet.

8. Patrons must use only their own library card to use the internet. Use of someone else's card will be considered improper activity.

9. The Antioch Public Library District reserves the right to suspend or terminate internet privileges if the Library reasonably believes that the user has violated the policy or the procedures for internet usage. The Library District will review these matters on a case by case basis.

PRIORITY OF USE:

The Antioch Public Library District patron has priority over guest patrons to use the computer lab when the room is full.

REGULATIONS REGARDING USE:

1. All patrons are requested to show identification when using the computer lab. This identification should be a library card. Other forms of identification will be accepted for a guest permit.

2. Patrons using a library card will be able to sign on to an open computer without stopping at the Reader's Advisory Desk.

3. Patrons should use their own library card and not that of another, even a sibling or a parent.

4. Patrons under the age of 13 wanting to use the adult lab will need to be accompanied by an adult.

5. The computer lab is limited to one 60 minute usage period a day. When the lab is not busy, patrons may extend their usage period by 15 minute increments for an additional eight hours in the adult lab. (This period will be called the internet session.)

6. Patrons under the age of 17 must have a signed "Internet Agreement" before using the computer.

7. Patrons 17 or older may ask to have the filter removed for their internet session.

8. The Library District is not liable for the cost of fee based services on the internet.

9. The Library District offers printing to computer lab users either in black and white, or color. These services are paid for in advance and are charged only for cost recovery. The Library does not refund money for printing.

10. The Library District allows downloads. We advise patrons that not all downloads are successful; many times circumstances are beyond our control.

11. Only the bookmarks created by the library staff in order to facilitate patron use will be saved on the terminal.

12. The Library District's system will be restored to its original state immediately upon patron log off.

Children's Department Computer Lab Policy

The Antioch Public Library District Children's Department Computer Lab provides filtered access through Comsifter to the internet, as well as the use of Microsoft's Office. Parents or legal guardians are solely responsible for deciding which internet resources are appropriate for their own children.

This area of the library is intended for children 12 and younger. No parental permission is required to use the lab. In keeping with our Unattended Child Policy, parents or caregivers of children under 7 years old must remain in the Children's Department with their child at all times. Children under 4 years old must be accompanied at the computer by a parent or responsible caregiver. Adults (ages 18 and over) may use this area if they are working with their child on a project at the same computer.

Time Limits: The computer lab is limited to one 60 minute usage period a day. When the lab is not busy, patrons may extend their usage period by 15 minute increments for an additional three hours for cardholders, one additional hour for non-cardholders.

Non-cardholders are limited to one guest pass per day.

Assistance: If time permits, library staff will provide informal assistance (5 - 10 minutes) to individuals unfamiliar with Internet or Microsoft Office applications.

The library does not monitor and has no control over the information accessed through the internet and specifically disclaims any warranty as to the information's accuracy,

authoritativeness, timeliness, usefulness and fitness for a particular purpose. The user must determine whether the information is accurate, useful, and trustworthy or not.

General rules:

1. One person per computer, unless accompanied by one parent or caregiver.

2. Children are limited to one guest pass per day.

3. Children under 7 years old cannot be left unattended in the Children's Department.

4. Speak in a whisper.

5. Children will use their own library card and not that of another, even a sibling or a parent.

6. Users may lock their computer if they need to use the restroom or communicate with a parent or caregiver via telephone or within the confines of the library building. Locking a computer and leaving the building will result in a staff member ending that session.

7. No food or drink near the computers.

8. Use headphones when listening to audio content, and keep volume low.

9. Computers will shut down 15 minutes before closing for the day.

10. Continued inappropriate behaviors, such as rude language, loud voices, and excessive physical contact, will not be tolerated and will lead to staff closing the offender's computer session before the allotted time is over.

11. Promptly give up the computer when requested by staff.

12. If you're not on a computer, please leave the lab.

13. A child who violates the rules of the computer lab will receive a verbal warning. Should he/she continue with inappropriate behavior, he/she will be asked to leave the computer lab for the rest of the day. Addition infractions including theft of library property may result in a child being banned from the lab for one month at the Library Director's discretion.

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