



SER 19

INTERNET AND COMPUTER USE

POLICY

PURPOSE:

The Antioch Public Library District (APLD) 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 on both library supplied computers and devices, and through wireless Internet access to individuals who use their own wireless-ready equipment on the Library's open wireless network.

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. Only patrons 17 and over may request that the filter be turned off while using the Internet.
2. The Library acknowledges that the Internet is a vast and unregulated information network. Provision of access does not mean or imply that the Library endorses or sanctions any content, commentary or view point found on the Internet. Some information available on the Internet is not accurate, current or complete. Library users are encouraged to exercise critical judgment in evaluating the information they access. The Library is not able to protect the public from all sources of this information even with filters.
3. The Library staff will provide limited individual instruction on the use of the Internet. We also provide numerous free of charge online resources on the use of the Internet, computers, and various programs. The Library does not provide patrons with e-mail accounts. 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. Library users are cautioned that the Internet



is not a secure medium and all transactions, files and communications may be vulnerable to unauthorized access and, therefore, should be considered public. The Library will not release information on the use of the Internet by members of the public except as required by law.

6. Use of the Internet, Library equipment, computing resources or wireless network is only for legal purposes. Any unlawful or inappropriate use is prohibited and may result in loss of privileges. Illegal acts involving Library resources are subject to prosecution. Examples of inappropriate or illegal use include, but are not limited to, the following:

- use of sounds or any other behavior which might be disruptive to others (headphones/earbuds are available for purchase at the circulation desk);
- violation of another user's privacy or interfering with the work of others;
- violation of computer system integrity or tampering with computer hardware or software;
- violation of copyright laws or software license agreements;
- unauthorized access to resources of entities;
- violations of federal, state, or local laws or viewing, printing, and distributing obscenity, child pornography, and materials harmful to minors;
- Fraudulent or other illegal activities.

7. Computer access requires a patron's own library card or guest pass to log-in. Use of someone else's card will be considered improper activity. Library computers are equipped with timing software to ensure equitable access to all patrons.

8. 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.

9. Only covered beverages near the computers.

10. Library computers shut down 10 minutes prior to closing. Warnings to users will be issued at 10 minutes, 5 minutes and 3 minutes. It is the user's responsibility to print or save necessary data prior to the shutdown time. Content or data saved to a library computer will be permanently erased when the device is shut down.

11. Antioch Public Library District cannot guarantee that computers will be available or operate properly at all times.

12. Antioch Public Library District assumes no responsibility for damage, theft, or loss



of any kind to a user's personal equipment or data files that the user connects to the computer.

13. This Internet and Computer Use Policy will be displayed on the screen at the start of each session. All users agree to observe this policy when signing on to the computers.

REGULATIONS REGARDING USE:

1. Patrons without a library card are requested to show identification to get a guest pass to use a computer.
2. Patrons using a library card will be able to sign on to an open computer without stopping at the appropriate service desk.
3. Patrons under the age of 11 wanting to use the adult area computers will need to be accompanied by an adult.
4. Computer use is limited to one 60 minute usage period a day. When the computers are not busy, patrons may extend their usage period by 15 minute increments for an additional eight hours. (This period will be called the Internet session.)
5. The Library District offers printing to computer 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. Jobs may be paid for by cash or credit/debit card. Use of credit/debit card issues a \$20.00 hold on the account until the payment is processed, then only the cost of the job will be applied to the card. Users may add funds to their printing account to only be used for printing from the computers and no other services offered by the Library.
6. The Library District does not allow downloads.
7. Only the bookmarks created by the library staff in order to facilitate patron use will be saved on the terminal.
8. The Library District's system will be restored to its original state immediately upon patron log off and the computer rebooting. Patrons should regularly save changes to external storage. Jumpdrives are available for purchase at the circulation desk. The Library is not responsible for any lost data due to the computer restarting.



The Antioch Public Library District Children's Department provides computers with filtered access through ComSifter to the Internet, as well as the use of Microsoft Office and tablet devices with preloaded apps. Parents or legal guardians are solely responsible for deciding which internet resources are appropriate for their own children. We encourage parents to learn about the Internet so that they can teach their children how to use technology properly and make wise choices. It is the responsibility of parents to warn their children of the inherent dangers of disclosing or disseminating personally identifiable information, such as home addresses, telephone numbers, parents' work addresses and telephone numbers, or the nature or location of the child's school.

This area of the library is intended for children 11 and younger. No parental permission is required to use these computers or devices. 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: Computer use is limited to one 60 minute usage period a day. When the computers are not busy, patrons may extend their usage period by 15 minute increments for an additional eight hours.

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.

Parents are responsible for monitoring their children's use of the Internet. The Antioch Public Library District provides filtered access to the Internet in the Children's Department. Filtering software is not guaranteed to be effective in blocking objectionable sites. Filters also block some useful information.

General rules:

1. One person per computer, unless accompanied by one parent or caregiver.
2. Children will use their own library card and not that of another, even a sibling or a parent.



3. 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.
4. Only covered beverages allowed near the computers.
5. Use headphones when listening to audio content, and keep volume low.
6. Computers will shut down 10 minutes before closing for the day.
7. Library staff will not assist a child under the age of 13 in setting up an email account. To the best of the knowledge and ability of the Antioch Public Library District's staff, the filters in place in the children's department block all chat features, social media, and email sites.

Public Wireless Network/Internet Access

- APLD offers free, unfiltered access to the Internet via its public wireless network. Users access the Internet at their own discretion. Parents or legal guardians are solely responsible for deciding what online content is appropriate for their children.
- Although the Internet provides a wide variety of many valuable resources, it is essential that users understand that the library exercises no control over the content of the Internet. Users must recognize that not all information available on the Internet is accurate, complete, or current.
- APLD operates a wireless public network and does not guarantee account privacy or safety. Patrons should have no expectation of privacy or security when using the public network or accessing the Internet. Patrons accept full responsibility and agree that the library assumes no liability for any indirect, consequential, special or punitive damages or losses which may arise in connection with their use of the Internet. Patrons are solely responsible for the use and protection of their personal online accounts.
- Users are to refrain from accessing or displaying material that may be considered inappropriate, offensive, or disturbing.
- Public networks are not to be used for any purpose that violate federal, state or local laws.
- Users may not access illegal material or violate Internet use laws.
- APLD cannot guarantee that the network or access to the Internet will be available or operate properly at all times.

APLD staff are authorized to enforce library policies and guidelines.

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