

Computer and Internet Policy of the Hazel Green Public Library

This policy and associated appendices have been approved and adopted by the Hazel Green Public Library Board of Trustees on this, the 23rd day of May, 2016.

Philosophy

The Library seeks to provide access to computer resources including computer equipment, the internet, and databases. Except for printing fees there is no charge for use of the computers. All computer patrons must comply with local, State, and Federal laws, as well as the requirements set forth in this policy. While we understand the need for discretion for personal matters, complete privacy is not possible. Staff reserves the right to monitor computer usage by physical or electronic means in case of suspected violations of this policy or law.

Note to Parents

According to the American Library Association's Bill of Rights (see Appendix A), Article V, it is the responsibility of parents to monitor the information accessed by their child(ren). Library staff and the Library Board of Trustees cannot assume the role of parents (*in loco parentis*) or function as a parental authority. It is recommended that parents accompany young children. Parents are encouraged to start a dialog about proper boundaries regarding which information is appropriate to access.

Administration of this Policy

The Library Director is responsible for the administration and interpretation of this policy. Members of the public with concerns may request a *Statement of Concern Regarding Library Materials, Services, or Operations* form at the circulation desk, fill it out and return it to the Director.

1. Eligible Patrons

- a. The Library does not require computer patrons to have a library card, but does ask that patrons sign up to use the computer for timing purposes. This list is not kept due to the need for confidentiality, but may be referenced while it is still active if there are suspected violations of policy or law.
- b. Patrons will become ineligible if they have been suspended by the Director for committing a severe or too many prohibited behaviors. Patron access may be reinstated once Board approves the Patron's appeal.

2. Time Limits

- a. Computer are available during regular Library hours. Staff will label computers that are unavailable or are not working properly.
- b. Due to the number of available computers patrons are allowed a minimum of 30 minutes and a maximum of 60 minutes. Staff may start a waiting list if there is a need. The first patron to reach his/her 30-minute minimum will be required to make the computer available for the next person on the waiting list.
- c. Time exceptions and extensions may be approved by library staff for needs such as research, school, or work.
- d. If there are unused computers available, patrons may return to the computer after 60 minutes away from the computers. Returning patrons may be asked first if the need for a computer arises before the patron's 30-minute minimum has been reached.

- e. Wireless access is available outside of regular Library hours as far as the signal will reach, but users are still subject to local laws, including loitering regulations.

3. Internet Access and Computer Use

- a. Patrons are able to utilize the available computers or they may use their own devices (laptops, tablet, and other mobile devices) to access the Library's free wireless network. The Library's internet is an unsecured network and the Library is not responsible for damage to patron's personal data or equipment from the use of data downloaded on the Library's internet connection.
- b. The Library does not endorse or verify the accuracy of any information obtained through the internet.
- c. Patrons may not store files on the hard drive of Library computers. Files that need to be attached to emails or saved elsewhere can temporarily be saved on the desktop, but will be deleted by staff and system security on a regular basis.
- d. It is not the responsibility of Staff to ensure patron personal information security so patrons must be sure to delete information and files and log out of accounts so others are unable to access the information. If a patron wants to be extra cautious they can request Staff to restart the computer.
- e. Patrons must be cautious not to interact with data or files that are potentially malicious.
- f. Patrons must wear earphones when using the sound on the computers.
- g. Because of the variety of internet resources, Staff can provide only limited instruction and assistance.
- h. While the Library believes in Freedoms to Read and View (see Appendix A) the open nature of the Library's facilities and need to have legal compliance has led the Library Board to approve for a low level filter to be placed on internet searches. This filter should block pornography.

4. Prohibited Behavior

- a. Using the internet for purposes that are illegal under any local, State, or Federal law
- b. Damaging or altering Library property or seeking access to network or security settings.
- c. Changing the settings on the computers or internet browsers without Staff approval
- d. Uploading (from an external drive) or downloading (from the internet) software onto the computers without Staff approval
- e. Accessing explicit or illegal material or engaging in explicit or illegal acts, including what may be reasonably construed by other patrons or staff as unwanted exposure to sexual content or terrorist recruitment activity
- f. Violating copyright laws

5. Consequences of Prohibited Behavior

- a. The offending patron will be asked to stop inappropriate behavior immediately and the computer may be reset.
- b. Depending on the nature and severity of the offense, patron computer privileges may be lost for a day or may be suspended for a longer amount of time at the Director's discretion. Suspension for more than a day will be followed up with a letter of explanation by the Director (as long as contact information is available). The Director's decision may be appealed in writing to the Library Board, but privileges will remain suspended until the Board approves the appeal.

- c. Patron will be charged the cost of repair in the case of damage to a Library computer's hardware or software.
6. Printing Fees
- a. Black and White copies are \$0.10 per page
 - b. Color copies are \$0.25 per page

Appendix A

Retrieval Information for American Library Association's Principles
(Printed copies of these principles are available at the circulation desk.)

Library Bill of Rights:

Retrieved from <http://www.ala.org/advocacy/intfreedom/Librarybill>

Freedom to Read Statement:

Retrieved from <http://www.ala.org/advocacy/intfreedom/statementspols/freedomreadstatement>

Freedom to View Statement:

Retrieved from <http://www.ala.org/advocacy/intfreedom/statementspols/freedomviewstatement>