

# 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 August, 2021.

## 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. When Library Staff (henceforth known as Staff) deem necessary, they may present patrons with a copy of the policy and the *Statement of Concern Regarding Library Materials, Services, or Operations* form. Members of the public with concerns may request these documents. The patron must fill out the form 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 the Library Board approves the Patron's appeal.

### 2. Time Limits

- a. Computers 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 Staff for needs such as research, school, or work. Time on the computer stops as the Library closes, whether 30 minutes is complete or not.

- 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 any 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, tablets, and other mobile devices) to access the Library's free wireless network. The Library's public 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 all 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 be saved temporarily, 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. Patrons are responsible for deleting information and files, and for logging out of accounts so others are unable to access the previous person's information. If a patron wants to be extra cautious they can request assistance from Staff or restart the computer.
- e. Patrons must be cautious not to interact with data or files that are potentially malicious.
- f. Patrons must wear earphones or earbuds when using the sound on the computers. If these devices are not owned by the patron, earbuds may be purchased for \$0.50 or the patron may use disinfected community headphones.
- 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 private network or security settings
- c. Permanently changing the default 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 will 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 week will be followed up with a letter of explanation by the Director (as long as the 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. In the event of damage to the Library's computers, hardware, software, or accessories, the patron will be charged the cost of repair or replacement.

6. Printing Fees

- a. Black and White copies are \$0.10 per page
- b. Color copies are \$0.25 per page
- c. One piece of paper is considered one page, whether or not the patron printed on one side or both.

7. Laptop Use

- a. All previously stated rules are also accurate for laptop use unless specifically stated here.
- b. To use a Library laptop patrons must be 16 years or older with a valid ID, of which will be held at the circulation desk for the duration of the laptop checkout, OR the patron must be 16 and hold a valid, good-standing, up-to-date library card account.
  - i. 'Good-standing' means the patron has no lost or damaged items which have not been paid for, has no outstanding fees from other libraries over \$5.00, and has not been noted to need a reduction in the number allowable items checked out, due to repetitive issues.
- c. Staff will verify the laptop's physical condition upon checkout, but patrons must inform Staff immediately of any problems noticed during use of the laptop. Patrons who cause damage to the laptop, will be charged the cost of repair. If replacement is required, no less than \$500.00 will be charged to the patron.
- d. Laptops, and a USB corded mouse (if desired), may be checked out for **in-library use only** for the amount of time it takes the battery to run out. The charging cord will not be loaned out.
- e. Patrons will be required to sign a statement showing they understand this policy.
- f. One laptop checkout per person per day is permitted-subject to Director's discretion.
- g. Laptops are to be used at a table or computer carrel only and are not to be left unattended. If the responsible patron must step away, the laptop must be brought up to the circulation desk for safe keeping.
- h. Patrons may print wirelessly from the laptops, but must request Staff to release the print job and pay the printing fees.

## Appendix A

### Retrieval Information for American Library Association's Principles

Printed versions of these principles are available for in-library viewing.

Please inquire 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>