

## COMPUTER USE

### TFML Policy No. 4

The Thomas Ford Memorial Library offers its patrons access to public computers and the Internet for use in a manner consistent with the mission of the Library. Procedures developed by the Library Director and approved by the TFML Board of Trustees to implement this policy are attached.

#### 4.1 **Eligibility and Liability**

##### 4.11 Eligibility

The use of computers and access to the Internet are available to anyone with a valid Library card on a first-come, first-served basis. Western Springs residents will be given preference.

##### 4.12 Liability

Patrons are responsible for any damage resulting from misuse of the computer. Personal peripheral equipment shall **NOT** be attached to library computers except as provided in the TFML Internet Use Policy (see attached). The library is **NOT** responsible for damage done to personal diskettes, CDs, DVDs, flashdrives, or other devices/media. Any computer problems or malfunctions **MUST** be reported to the Library Staff immediately.

The Library does not monitor sites for content accuracy, has no control over the information accessed through the Internet and accepts no responsibility for its content. The Internet may contain material that is inappropriate for viewing by children. It is the responsibility of parents to monitor and supervise their children's use of the Internet. The Library Staff is not responsible for and is not in a position to provide monitoring or supervision of children.

The Library provides wireless access to users who supply their own equipment with properly supportive wi-fi cards. However, there is no guarantee of privacy for any communications sent or received utilizing the Library's wireless access connections.

Although the Thomas Ford Library strives to keep Library computers free of viruses, "spyware", "adware", and other malicious or nuisance programs and computer code, the Library assumes no responsibility for harm or damages that may result from the presence of such software or computer code on Library computers.

##### 4.13 Policy Violation

Any individual(s) using the computers and/or Internet access provided by the Library for any unlawful use or use inconsistent with the Library's Mission Statement and/or policies, or in violation of the rules established by the Director, shall first receive a verbal warning from a member of the Library staff. A verbal warning **may** result in immediate suspension and / or termination of computer and Internet privileges depending on the severity of the violation at the sole discretion of the Library Director. A verbal warning that results in suspension or termination of computer / Internet privileges will be followed up with written notification, mailed to the violator's home address, to that effect. In the event that the violator is a minor, the minor's parent / guardian will receive the written notification. Any further violations of this policy following a verbal warning will cause immediate suspension of computer / Internet privileges. To aid in determining policy violations, the Library may review Internet access logs and other data related to computer usage.

The Library Director will inform the Library Board of Trustees of any violation of this policy that results in suspension or termination of computer/Internet privileges and the length of the time period for which computer / Internet privileges have been lost.

Written appeal may be made to the Board within 30 days of the Library Director's decision. While the violation is under review / appeal the violator will not have access to the Library's computer or Internet terminals. When the suspension period has expired the violator may apply in writing to the Board requesting reinstatement of computer / Internet privileges. Such a request is not a guarantee that these privileges will be granted. The Library Board will review the request for reinstatement at its first regularly scheduled meeting following the request and shall provide a written response to an appeal within fifteen days of the meeting.

#### **4.2 Internet Use**

4.21 Patrons wishing to use the Internet must sign the Internet User's Agreement indicating that they are familiar with the regulations governing the use of the Internet, agree to abide by these regulations, and understand that failure to do so will result in the loss of computer / Internet privileges.

4.22 All patrons under the age of 14 (fourteen) years must have a parent or legal guardian sign the Internet User's Agreement.

4.23 The Thomas Ford Memorial Library does not use filtering software on any of its computers. Children under the age of 11 (eleven) must have a parent or guardian with them while using the Internet; children between the ages of 11 (eleven) and 14 (fourteen) must have written parental permission to do so (see the Library's Internet User's Agreement). High school students who present a valid ID or driver's license may use the Internet without parental permission. Parents should discuss appropriate use of online resources with their children, supervising them as needed. Library Staff will be happy to make adjustments to computer workstations, if necessary, so that parents and children can work together on Internet research.

#### **4.3 Library Staff Assistance**

The Library Staff role in regard to assistance to computer users will be one of guidance. Members of the Library Staff will provide a brief orientation to the basic use of the computer equipment as time allows.

#### **4.4 Restrictions**

Federal law prohibits the duplication of copyrighted programs. Anyone observed duplicating a copyrighted program will lose the privilege of using the Library's computers.

Attachments: Thomas Ford Memorial Library Internet Use Policy, Internet User's Agreement

**Approved:** 7/22/97

**Revised:** November 23, 1999, April 3, 2001, August 26, 2003, June 24, 2004, June 26, 2007, June 23, 2009, June 28, 2011

**Thomas Ford Memorial Library Internet Use Policy**

## **Internet User Agreement**

The Thomas Ford Memorial Library is pleased to provide the information resources of the Internet to its library users. Because the Library is making a substantial financial investment to provide Internet service and wants to guarantee fair and equal access to its users, it requires all users to register and to read, acknowledge, and comply with the regulations listed below. The Director or a designated staff member will determine whether patrons are in compliance with the Internet User Agreement.

### **The Internet User**

The user must have a valid, current library card or school ID. Thomas Ford Memorial Library cardholders will be given preference.

The user must have read the Thomas Ford Memorial Library Computer Use Policy and have read and signed the Internet User's Agreement. Signing the registration at the end of this document indicates the user has read, understands and agrees to comply with all Library rules for Internet use and understands that failure to comply will result in a loss of the privilege of using the Internet service.

Users under the age of 11 must be accompanied and supervised by an adult at all times while using the Internet.

### **Use of the Internet**

**Adult, Teen and Children's Areas:** All use is on a first come, first served basis. Users must request access and sign in. Use will be limited to 1/2 hour if other users are waiting. There is a charge of \$.10 per page for black and white printing, \$.50 per page for color printing.

### **Cautions**

Use of the Internet is a privilege, not a right, and inappropriate use will result in a cancellation of this privilege. Examples of inappropriate use include, but are not limited to the following:

- Tampering with computer hardware or software.
- Storing data to anything other than a personal storage media such as a diskette, flashdrive, CD, or other storage device. .
- Violating software license agreements and copyright law.
- Using the Internet workstation for purposes other than Internet access.
- Displaying sexually suggestive pictures or objects which is a violation of the Library's sexual harassment policy and could be in violation of state and federal obscenity laws.
- Using computers or internet workstations to:
  - send unsolicited mass email ("spamming")
  - attempt to break into or gain access to or control of other computers ("hacking"); or
  - attempt to harass individuals or organizations
- Downloading or installing software on computers or Internet workstations

Illegal acts involving computing resources may also be subject to prosecution by local, state or federal authorities. The library does not use filtering software nor does it accept responsibility for the content, quality, validity or currency of any information found on the Internet.

The library staff will assist with Internet use as time permits but cannot offer personal instruction. The user is responsible for learning Internet commands and search strategies. Thomas Ford Memorial Library reserves the right of ownership of all hardware and software and any files found on computer equipment owned by the library.

Revised: June 22, 2004

Revised: June 26, 2007

Revised: June 23, 2009

## **Internet User's Agreement**

## Registration

I have read and understand the **Thomas Ford Memorial Library Computer Use Policy** and **Internet Use Policy** and agree to comply with them.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Thomas Ford card #: 2-1308- \_\_\_\_\_

Other Library Card \_\_\_\_\_

Telephone #: \_\_\_\_\_

As the parent or guardian of \_\_\_\_\_

I give permission for my child to use the Internet facilities at the Thomas Ford Memorial Library, with the understanding that I must accompany and supervise my child while he/she uses the Internet if he/she is under the age of 11. Further, I understand that children from the age of 11 through the age of 13 may use the Internet with parental permission but that the Library will provide no monitoring of their usage. Parental permission is not required to use the Internet by children 14 (fourteen) and older who present a valid high school ID or driver's license. I agree to be responsible for any damages that may occur.

Parent's signature: \_\_\_\_\_ Date: \_\_\_\_\_

Thomas Ford card #: 2-1308- \_\_\_\_\_

Other Library Card \_\_\_\_\_

Telephone #: \_\_\_\_\_

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