

Policy 460
Computer and Internet Usage Policy

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Overview

The Sugar Grove Public Library District (SGPLD) offers access to the Internet for both adults and children. Patrons with valid library cards are welcome to use the computers at no cost, except for a minimal charge for printouts.

Patrons with valid library cards from other Illinois libraries may apply for a reciprocal barcode to use the computers. Those visiting the area from out of town, or who aren't eligible for a library card, may obtain a guest pass to use the public computers. Guest passes are available at the Circulation Desk.

The SGPLD utilizes a PC activity management system to monitor computer time and provide printing capabilities. The SGPLD assumes no responsibility for any loss or damage to data, directly or indirectly, from the use of SGPLD computers. The SGPLD assumes no liability for any loss or damage due to privacy issues regarding online accounts, programs, or files. The SGPLD does not guarantee that Internet access or computers will function error-free or uninterrupted.

The Sugar Grove Public Library District provides access to public computers and Wi-Fi as part of our mission: to be a unique resource to offer open access to information that fosters a passion for reading, learning, and the exchange of ideas. While the Internet can be used for a variety of purposes, the Library actively supports only those functions that relate to its mission and services.

With the exception of the Library's website, all of the information found on the Internet has been generated outside the Library. Some Internet sites may contain inaccurate, incomplete, outdated, unsecured, offensive and/or controversial material.

All Internet resources accessible through the Library are provided unfiltered and equally to all users, with the understanding that it is the user's responsibility to demonstrate good judgment, respect for others, and appropriate conduct while using Library resources.

All rights and responsibilities of Internet access pertain both to Library equipment and that owned by the users of the Library's network.

Patron Rights

The SGPLD supports the rights of all Library users to access information and will not deny access to the Internet based on age or any other classification. Library patrons have the right to:

- Confidentiality and privacy in the use of public computers to the extent possible, given certain constraints such as proximity of other patrons and staff in a public setting.
- Equitable access to public computers and the Internet.

Rules of Conduct- User Responsibilities

Internet access may be used only for acceptable purposes. Examples of illegal and/or unacceptable use include, but are not limited to, the following:

- Threats of violence/endangerment of others, obscenity, pornography, child pornography, gambling, illegal activity, and harassing communications as defined by law.
- Violation of copyright laws
- Violation of software license agreements
- Intentional propagation of computer viruses
- Attempting to change or changing Library computer equipment, software settings, or files belonging to the Library, other users, or external networks and web sites
- Attempting or assisting unauthorized access to any library computer system or other networks or devices.
- Damaging the Library's computer system or data.
- Deliberately accessing obscene materials and/or websites.
- Attempting to access materials which by local community standards would be considered obscene.
- Viewing or audibly listening to material that is deemed inappropriate for a public space will result in staff intervention and may result in suspension of library card privileges or expulsion from the Library, with the potential for police involvement.

Rules of Conduct- Other Information

Children's Access to the Internet

The library supports the right of all library patrons to access information and will not deny access to the internet based solely on age. The library recognizes the internet may contain material that is inappropriate for children. Parents or legal guardians are expected to monitor and supervise their children's use of the internet while on SGPLD property. Parents/guardians, not SGPLD staff, are responsible for the Internet information accessed by their children. Parents/guardians may restrict their children's access to the Internet on their Library card when completing a Library card application or otherwise, but staff do not monitor misuse of children's library card should the child obtain a guest pass or use someone else's library card.

Privacy/Security:

The Library does not guarantee the privacy of any Internet station or Wi-Fi access point, nor is it responsible for the security of information transmitted and received on the Library's network. The Library assumes no responsibility for damage, theft, or loss of any kind to personal information, equipment, software, or data files.

The Library does not filter access to the Internet, and it is the responsibility of all parents/ guardians to monitor and supervise their children's behavior and use of the Internet.

Other responsibilities include but are not limited to, the following:

- Users are discouraged from providing personal or financial information over the Internet.
- Two users, by mutual agreement, may share one terminal if their behavior and conversation do not disturb other users or library staff
- Users must respect the privacy of other users.
- Users must end Internet or computer access when asked to do so by authorized library staff due

to a violation of this policy. Other suspensions of privilege may occur, including access to Library property, consistent with the *Policy 400: Patron Code of Conduct*.

- Public Computer Stations may be capped at 2 hours if another patron needs the station.

Legal and Ethical Use

Computer resources may only be used for legal purposes and in accordance with the *Policy 400: Patron Code of Conduct*.

Examples of unacceptable purposes/activities include but are not limited to:

- Harassment or defaming others.
- Destruction, damage, unauthorized access, or alteration of the LLD's computer equipment, software, or network.
- Internet use that violates Federal or State law.
- Database use that violates licensing and financial agreements between the LLD and database providers.
- Unauthorized duplication of copyright-protected or other material, or violation of license agreements, or plagiarism.
- Consuming large amounts of system resources, deliberately crashing systems, or causing degradation of system performance.
- Behaving in a manner that is disruptive to other users, including, but not limited to, denying access to other users.

Staff Assistance and Instruction

SGPLD staff may provide computer/Internet assistance to patrons as time and knowledge permits. Staff cannot provide in-depth training outside of Library facilitated computer training classes or schedule one-on-one sessions.

Other Considerations:

The Library reserves the right to monitor computer and Internet use to ensure compliance with Library policies, and to classify any action, access, or operation on the Internet as inappropriate. The number and length of access sessions available per day, per user, and reservation procedures on Library equipment may be established or modified by the librarian in charge as needs require.

The Sugar Grove Public Library District expressly disclaims any liability or responsibility from access to our network or use of information obtained through its electronic information systems, or any consequences thereof. The Library's Wi-Fi signal should be considered unsecured. Users bear all responsibility for protecting their own devices.

Violations of the terms of this policy may result in Internet privileges being suspended or revoked, and may include contacting law enforcement authorities and/or legal action if determined appropriate.

Future Internet use privileges and/or other Library privileges may be modified and/or suspended in their entirety at the discretion of the Library Director, Library Board of Trustees, or their designee.