

PUBLIC ACCESS COMPUTERS POLICY

Mission--As part of its mission, the Worth Public Library District (the Library) provides computers for public use and access to the Internet in order to assist the public in meeting their informational, cultural, recreational, educational, and civic needs.

Wireless access to the Internet is provided throughout the building for patrons with wireless devices capable of accessing the Library's wireless network.

Library Responsibility

Library staff attempt to keep all computers and printers in service; however, problems with hardware, software, and Internet access may occur without warning and may be beyond their control.

Library staff will try to answer very basic questions about the operation of the computers. Staff cannot provide in-depth training on the computers or on any specific application.

The Library and Library staff are not responsible or liable for assisting users who are conducting e-commerce and/or personal business from the Library's Internet computers. Library staff may not access a user's personal accounts on the user's behalf.

The Library does not monitor and is not responsible for information, graphics, and messages accessed through the Internet. The Library is not responsible for damages, direct or indirect, that arise from a patron's use of the Internet. There is no guarantee that a patron's personal account(s) or e-mail are confidential or private.

The Library's computers are subject to access by law enforcement authorities acting through state or federal law. The Library cooperates in the prosecution of violations arising out of use of its computers for illegal purposes and activities.

The Library assumes no responsibility for any loss or damage arising from use of the Library's wireless service and public devices.

The Library provides a means to access the Internet and contracts for service through an Internet Service Provider. Internet service may be interrupted at any time for reasons beyond the Library's control.

Privacy cannot be guaranteed due to the proximity of other users and security limitations of the Library's network system.

Library staff are not responsible for the security of patrons' personal belongings and devices; staff will not hold such items for patrons at any service desk.

General Guidelines

Patrons nine (9) years of age and older with a current, valid Worth Public Library District card in good standing (fines or charges less than \$5.00) may use the Library's public computers. A parent or legal

guardian must sign a Parental Permission Form for each child under the age of eighteen (18). All children under the age of (9) must be accompanied at all times by a parent or guardian eighteen (18) years of age or older.

Use of another person's library card number for computer access is not permitted and may result in loss of computer privileges for the cardholder as well as for the unauthorized person.

- The patron who registers to use a computer must be the person who uses the computer;
- Public access computers in the lower level Adult Lounge area are designated for adult use. An adult library card may not be used in order to allow a child to use a computer designated for adults.
- Public access computers in the upper level Young Adult Lounge area are designated for children's use. A child's library card may not be used in order to allow an adult to use a computer designated for children.
- Library staff will not

Computer use is limited to one (1) hour if patrons are waiting. If no patron is waiting... Individuals are asked to be respectful of others waiting to use the Library's computers.

Use of the computers is on a first-come, first-served basis.

No more than two (2) persons may be seated at a computer at any time. Only the person registered to use the computer may operate the computer. If the second person seated at the computer is nine (9) through seventeen (17) years of age, he/she must have a Parental Permission Form signed by a parent on file at the Circulation Desk.

Computers are programmed to shut down automatically thirty (30) minutes before the Library closes.

Patrons who require audio while using a computer must use earphones or earbuds. Volume must be moderated such that it does not disturb other patrons or staff members. Ear buds and earphones may be purchased at the Circulation Desk.

Viewing images inappropriate for a public setting is not allowed. The Library is utilized by community members that may be offended by graphic images. Offenders will forfeit the remainder of their login session and be asked to leave. Subsequent offenses may result in loss of computer privileges.

Patron Responsibility

Patrons are responsible for compliance with state, federal and local laws, including copyright laws and laws governing unauthorized access.

Patrons are responsible for learning how to use the Library's software on their own. Library staff do not provide computer software instructions except when classes are scheduled for that purpose.

Destruction of, damage to, or unauthorized alteration of the library's computer equipment, software, or network security procedures is prohibited. Patrons are responsible for any intentional damage to

computer equipment or software. Problems with equipment must be reported immediately to a library staff member.

Patrons may not invade the privacy of others or engage in any activity that is harassing, defamatory or threatening.

Patrons may not behave in a manner that is disruptive to others.

Patrons are responsible for their own belongings and should not leave them unattended even for a few minutes.

Fees--The cost for printing from all computers is 10 cents per black and white page and 25 cents per color page. There is a minimum charge of \$1.00 for patrons who choose to pay using a credit card; **no money will be refunded.**

Guest Passes—Patrons without a Worth Library card in their possession or whose card is not in good standing may obtain a guest pass at the Circulation Desk upon payment of one (1) dollar. The pass is valid for one login session on the day the pass is issued. The library staff will not look up library card numbers.

Personal Software and Storage—To help prevent computer viruses, patrons may not use personal software programs on any public computers. Documents may not be saved to the hard drive of any library computer. Patrons who wish to save files may use their own storage media or they may purchase a USB drive at the Circulation Desk. Patrons are cautioned that software and files downloaded from the Internet may contain viruses. The Library is not responsible for damage to a patron's storage media, hard drive, computer, or device or for any loss of data, damage or liability that may occur from a patron's use of the Library's computer network (wired or wireless).

Guidelines for Minor Children--The Library does not serve *in loco parentis* (in place of parents). Youth Services computers are filtered, but parents should be aware that filtering software will not detect all objectionable sites. Parents are expected to monitor, supervise, and guide their children's use of the Internet. Librarians cannot act in place of parents in providing supervision of children using the Internet.

Parents are encouraged to

- Explore the Internet with their children.
- Provide clear guidelines and set limits for their children
- Learn how to evaluate the content of websites
- Ask a Librarian for assistance in selecting appropriate websites for children
- Educate children never to give out personal information (name, address, telephone numbers, passwords, etc.) online or to arrange face-to-face meetings with someone via the computer without parental approval.

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Thomas Lee Miller

President, Worth Public Library Board of Trustees