

Lisle Free Library
Policy Technology
Policy 2-A “Computer Usage”

Effective Date: 1/1/2014

Application: Patrons

Statement of Purpose: The Lisle Free Library exists to provide quality service to the residents of Lisle, New York and adjacent communities by providing free access to internet connected computers and other technologies. Furthermore public access computers and wireless internet are provided “to expand the availability of public access computing and to provide access to the Internet and to digital information through the public library”.

Policy: Access to the Internet provides access to many resources not available by other means in your local library. It also provides access to information of a confidential nature and information that may not be appropriate to children. To promote as much privacy as possible in a public setting and encourage residents of all ages to use the computers and the Internet responsibly the Board of Trustees has adopted the following computer policy:

- 1) Location of the computers within the library will be configured to provide as much privacy as possible within a public setting. Advertent visual eavesdropping will not be permitted.
- 2) A sign-in sheet is available at the circulation desk. Computer usage is on a first come, first served basis. An individual may have up to one hour of computer time. In extenuating circumstances and if no other users are waiting, consulting with the library staff on duty may grant an additional one hour session. All sessions must be documented on the sign-in sheet. All computer sessions must be terminated at least ten (10) minutes prior to library closing time.
- 3) The library is equipped with a black and white laser printer and one color laser printer to service all computers. Contact the library staff on duty prior to printing. The library will supply printer paper. The charge for printing black and white is twenty cents (\$.20) per sheet; color is fifty cents (\$.50) per sheet. The user is responsible for all sheets printed.
- 4) Patrons may download files to a flash drive, CD, or DVD. **DO NOT DOWNLOAD TO THE HARD DRIVE OF THE COMPUTER.**
- 5) If a patron is not in good standing at any library, they can be denied access to the computers. Patrons having overdue books owing more than \$1.00 can be denied access to the computers.
- 6) To maintain the quiet decorum of the library, the computers are not equipped with speakers. Headphones are available for sign-out at the circulation desk. Upon completion of the computer session, patrons must return the headphones to the library staff on duty. If the headphones are damaged or not returned, the patron will be responsible for the full cost of replacement.
- 7) The library does not provide training for computer users at any level. We encourage novice users to provide for a trainer to accompany them to their library computer session.
- 8) Individual patrons may establish e-mail or website accounts but should always log out of the account before leaving the computer.

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- 9) Parents or guardians are responsible for what their children, up to age 17, have access to on the Internet. The library will require a signed statement (which will be kept on file at the library) from a parent or guardian that they have read, understand and will comply with all library policy regarding computer use, before the child will be allowed to use the computers.
- 10) The computer user agrees to take proper care of all hardware, software, documentation and other equipment provided by the library. At no time will the user change the software settings, Windows setups, move or delete icons, change the monitor settings, etc. Individuals violating this will lose computer privileges. When there is any fault with any equipment or material the user will immediately report the problem to library staff on duty. The user will install no additional software on library computers, save data to the hard drive or desktop.
- 11) U. S. copyright law (Title 17, U. S. Code) prohibits the unauthorized reproduction or distribution of copyrighted materials, except as permitted by the principals of “fair use”. Users may not copy or distribute electronic materials without explicit permission of the copyright holder.
- 12) Other unlawful uses such as harassment, libeling or slandering other users; destruction of or damage to equipment, software or data belonging to other users and disruption or unauthorized monitoring of electronic communications will not be tolerated.
- 13) Additional unethical uses such as violation of system security; unauthorized use of computer accounts, access codes or network ID numbers assigned to others; impeding computer activities of others and violation of network regulations will result in loss of computer privileges.
- 14) The staff will decline to print items such as pornography, hate group literature or other material that society deems inappropriate and patrons are asked to refrain from accessing these sites from library computers. Persons offending others with this type of behavior will be directed to terminate the computer session and leave the library premises. Additional offenses of this type will result in that person being banned from the library permanently.
- 15) As required by the Children’s Internet Protection Act (CIPA), the library has implemented software filtering on the public access computer terminals. The library has attempted to select filtering software that best complies with CIPA while providing library users with the broadest possible access to constitutionally protected speech and information. The library cannot guarantee that the software will block all objectionable sites. If someone is having a problem obtaining access to a legitimate site, contact the library staff on duty to help remedy the issue.

Responsibility: All library staff is responsible for the enforcement of the “Computer Usage” policy.

Approved: 1/1/2014 by the Lisle Free Library Board of Trustees

Revised:

Reviewed By/On: (Legal Counsel and or by a designated person after a period of time.)

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