

# Correctionville Public Library

## Internet/ Computer use Policy

1. To use computers, patron must be in good standing with the library. Fines must be paid in full. Students aged 17 and under must have signed parental permission to use the internet. Forms are available from the librarian and must be signed by the parent at the library. They may not be taken home for a signature. Phone calls and notes giving Internet permission are not accepted. Proof of age may be requested.
2. User must sign in at the desk for each computer session in order to use a computer. By signing you agree to abide by the rules and regulations set forth by the Correctionville Public Library.
3. A maximum of two people are allowed at each computer station. Anyone under the age of 18 who is observing another patron's use of the internet must also have a parental permission form on file.
4. A patron must be at least eight years of age to use the Internet or be accompanied by a parent or guardian.
5. All Internet resources accessible through the library are provided equally to all library users. Parents or guardians, NOT the library and its staff, are responsible for the Internet information selected and/or accessed by their children. Parents and only parents may restrict their children and only their children from access to Internet resources accessible through the library. Parents are advised to supervise their Internet sessions.
6. Staff will be able to help patrons access the Internet, offer suggestions and answer questions; however, they cannot provide in-depth training for computer usage. Patrons are encouraged to explore the Internet as this is the best way to become proficient in its use.
7. Time is assigned to computer workstations in 30-minute increments. A patron must immediately vacate the computer at the discretion of the library staff.
8. Internet reservations may be made in advance, either by stopping in at the library or by telephone, but anyone five minutes late for the reserved time forfeits that time to anyone who wishes to use the Internet. Time limits for reservations are one hour. Anyone may use the computer during unscheduled time blocks, but must relinquish it if a scheduled appointment arrives or if someone is waiting to use it.
9. Due to the computer's location, privacy from staff or other patrons is not guaranteed.
10. Patrons may send and receive e-mail using "Hotmail" or other similar services, but the library e-mail address is NOT available for patrons to use.
11. Patrons using library computers will not be allowed to make any changes to the home page, setup or configuration of the software or hardware. Patrons will not be allowed to use their own software on the library's computers.
12. Patrons may download files from the internet to their own storage device on designated computers only, but under no circumstances will you be able to download anything to the hard drive on any of the library's computers. WARNING: Although we use a virus checker on the library's computers, this will not completely protect you from the chance of getting a virus.

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13. The library is not responsible for damage to a patron's computer, or for any loss of data, or liability that may occur from patrons use of the library's computers.
14. Patrons must understand that information found on the Internet is input by a variety of individuals from all over the world and in some cases accuracy, completeness or timeliness cannot be proven or documented. You need to be a good information consumer, questioning the validity of the information you find. The Correctionville Public Library does not monitor and has no control over the information accessed through the Internet and cannot be held responsible for its content. Library patrons will use the Internet at their own risk.
15. Misuse of the computer or Internet access will result in loss of computer privileges, the length of suspension is at the discretion of the Library staff. The librarian may notify parents of children under the age of 18 of suspensions as deemed appropriate. Any patron who feels they have been unfairly suspended from library use or unfairly chastised for behavior may appeal in writing to the Correctionville Library Board or request an appointment on the next meeting agenda.
16. Patrons must be aware that material on the Internet is copyrighted. It is your responsibility to be aware of the display of any notices concerning the copyright of information on the Internet and to respect the copyright laws of the United States.
17. Printing charges- Patrons will be charged for all pages printed including those that are considered errors unless they have asked for assistance from the staff. Black and white text copies will be \$.25 per page, and if you want colored pages, with staff permission, will be \$1.00 per page.
18. Patrons are prohibited from the following:
  - a. Using Internet access for any purpose which violates U.S. or State laws, transmitting threatening, obscene or harassing materials.
  - b. Changing computer and Internet settings.
  - c. Installing software/ hardware on library computers.
  - d. Downloading anything to the computers' hard drive.
  - e. Sending or displaying offensive or sexually explicit messages or pictures.
  - f. Using obscene language.
  - g. Damaging computers, computer systems, computer networks or furniture.
  - h. Intentionally wasting limited resources.
  - i. Violation of any copyright law of the United States.
19. There may be times when Internet access is not available due to technical problems.
20. The Correctionville Public Library staff reserves the right to adjust guidelines for all computer usage and Internet access.
21. **NO FOOD OR DRINK NEAR THE COMPUTERS.**

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