

Colona District Public Library Internet and Computer Usage Policy

We are pleased to be able to offer Internet access at our library. Please read the following policy carefully as it discusses the Library's rules and regulations regarding Internet use in the Library and in compliance with federal law. Your cooperation is appreciated.

User's guide to the Internet as a resource

The Internet is a collection of information not produced nor endorsed by the Library. The Internet has become an invaluable tool for research, communication and entertainment. However, please keep the following in mind.

1. Information obtained via the Internet may or may not be reliable.
2. Information obtained via the Internet may or may not be obtained from a reliable source.
3. Information obtained via the Internet may or may not be accurate.
4. Information obtained via the Internet may or may not be current.
5. Information obtained via the Internet may be considered controversial or offensive by some Library patrons.

This Library encourages all Library patrons to be informed users and carefully evaluate any information obtained via the Internet. Library staff members may help you evaluate certain types of Internet sources, but are not trained to provide definitive analysis of specific sources or sites.

This Library is not responsible for damages, indirect or direct, arising from a Library patron's reliance, citation or other utilization of Internet information resources.

Access and use of the Library's Internet connections and networks

The Library recognizes that electronic information on the Internet may contain material that is inappropriate or offensive to other patrons. The Library requires that all Library patrons using the Library's Internet connection do so within the guidelines of appropriate and acceptable use. Please be advised that the Library does NOT filter websites for appropriateness. **The following are unacceptable:**

1. **Any use of electronic information which results in the harassment of others;**
2. **Use of electronic information networks in any way that violates a Federal or State law. This includes actions taken to copy or distribute protected copyrighted materials, which is an infringement of federal copyright laws (Title 17 U.S. Code);**
3. **Unauthorized duplication of protected software or licensing agreements, including but not exclusively, any "hacking";**
4. **Destruction or damage to or unauthorized alteration of the Library's computers;**
5. **Behaving in a manner that is disruptive to others;**
6. **Accessing adult and child pornography;**
7. **Accessing material depicting offensive sexual conduct which lacks a high degree of artistic, political or scientific value; and**
8. **Any unauthorized disclosure, use and dissemination of personal identification information regarding minors.**

The Library reserves the right to classify any action, access or operation on the Internet inappropriate and ban its use by patrons.

Communication

C:\Users\Staff\Downloads\Internet & computer policy Aug 24.doc

It is the policy of the library to permit its patrons to engage in forms of direct electronic communication known as electronic mail (e-mail), instant messaging, social media, and video conferencing. However, such use by minors under the age of 18 may be monitored from time to time and in the event Library staff believes a minor's safety or security is at risk; such privileges will be suspended or revoked and parents will be notified.

Children's access to Internet connections and networks

Parents and guardians are expected to monitor their children's use of the Internet in the Library. Parents and guardians are encouraged to discuss with their children issues of appropriate use and Internet safety. Please be advised that the Library does NOT filter websites for appropriateness.

Children under the age of 8 may not use the Library's Internet connection unless directly supervised by a parent or guardian. Children between the ages of 8 and 18 are periodically monitored for appropriate use by library staff.

Library procedures relating to Internet and computer usage

1. Patrons are required to register at the circulation desk before using a computer.
2. Patrons are limited to one computer session per day.
3. The maximum time per session is one hour. If you have a special word processing or research need requiring more than one hour, please speak to a staff member in advance.
4. Patrons may reserve a computer in person or via phone up to a week in advance. Reserved time slots will be held for ten minutes past reserve time and then the time slot is forfeited. Reservations are not accepted during summer reading on program days.
5. Workstations are limited to a maximum of two users at a time.
6. Printing in either black and white or color can be done for a fee. The fee schedule is viewable on the printer selection menu.

Violation of policy

The violation of any terms of the Library's policy may result in the suspension or revocation of the patron's Internet access, computer privileges, or general Library use privileges. Please act responsibly.

Relationship to other Library policies

This Internet Policy is part of the Library's overall policy structure. It will be interpreted in conjunction with other policies. Copies of all Library policies are available for review.

08/01/2002		8/10/2021	Reviewed SH
08/09/2004	revision	8/13/2024	Revised SH
09/13/2006	revision		
10/09/2007	revision		
08/12/2008	revision		
09/13/2011	revision		
08/14/2018	revision		
01/01/2019	Revised		

**Colona District Public Library
ADULT INTERNET USE POLICY**

1. I have read the Library Internet policy;
2. I understand that if I fail to abide by the Library's Internet policy I can lose my eligibility to use this service or even use of the Library;
3. I understand and acknowledge that the Internet contains material of a controversial nature and that the Library has no control over the Internet and assumes no responsibility for the content, quality, accuracy or appropriateness of any Internet resources;
4. I understand that the Library does NOT filter websites for inappropriate or offensive material and, by this agreement, release and discharge the Library from any direct or indirect liability resulting from such access.
5. I understand that use of the Library computers or network to copy or distribute protected copyrighted materials is an infringement of federal copyright laws (Title 17 U.S. Code.)

**Colona District Public Library
UNDER 18 YEARS of AGE INTERNET USE POLICY**

NAME of CHILD (please print)

Last

First

Child's birth date: _____ (Any child under the age of 8 must have direct supervision of a parent or guardian for Internet access.)

Registration and parent or guardian agreement

1. I have read the Library Internet policy;
2. I understand that if my child fails to abide by the Library's Internet policy s/he can lose eligibility to use this service or even use of the Library;
3. I understand and acknowledge that the Internet contains material of a controversial nature and that the Library has no control over the Internet and assumes no responsibility for the content, quality, accuracy or appropriateness of any Internet resources;
4. I understand that the Library does NOT filter websites for inappropriate or offensive material and, by this agreement, release and discharge the Library from any direct or indirect liability resulting from such access.
5. I understand that use of the Library computers or network to copy or distribute protected copyrighted materials is an infringement of federal copyright laws (Title 17 U.S. Code.)

Parent/Guardian's Signature

Date