

## Poplar Creek Public Library District

### Internet Use Policy

The Poplar Creek Public Library District (PCPLD) provides internet connected computers and free Wi-Fi are available. Additionally, a variety of software programs are available for public use.

In order to insure safe and legal use of these materials and services, the following policy will be enforced.

PCPLD may suspend or terminate a patron's computer privileges if the Library reasonably believes that the patron has violated any portion of this policy. Future Internet use privileges and/or other library privileges may be modified and/or suspended in their entirety at the discretion of the Executive Director.

#### **The following applies to the use of public computers in all departments:**

- When making reservations for library computers or checking out laptops, individuals must use their own library cards. Patrons may not use other individuals' library cards, including those of other family members.
- PCPLD is not responsible for damage to a patron's storage device, or for any loss or corruption of data, damage to user hardware or storage, or liability that may occur from patron use of the Library's computer, software or Wi-Fi network.
- PCPLD has no control over, and is not responsible for, the availability or accuracy of the information from sites not created by or maintained by the PCPLD. Only web pages with the PCPLD logo are provided and maintained by the PCPLD. Users of public access computers and laptops are solely responsible for the evaluation and use of data they gather from the Internet.
- Information on the Internet may be erroneous; out-of-date; illegal or considered offensive; and/or controversial or sexually explicit. Computer users have sole responsibility for identifying/avoiding such information.
- PCPLD offers filtered content on a selection of the public computers. Unfiltered computers are reserved for ages 18 and over.
- Parents are encouraged to work closely with their children to develop good Internet safety skills, which are consistent with their family's values and boundaries; see, for example, Child Safety on the Information Highway, (<http://www.safekids.com/child-safety-on-the-information-highway/>) and NetSmartz.org/parents.
- PCPLD staff will not enter any data into a website on behalf of, nor complete an online form for, any Library patron.
- Users may not use the Library's computers for illegal activities. Because the Library is a public place, the displaying of sexually suggestive objects or pictures could be in violation of state and Federal obscenity laws (720 ILCS 5/11-20 and 720 ILCS 670/0.01 et seq.; U.S. Code Title 18, Chapter 110 and Title 47, 223 and 231). Patrons caught viewing pornography will be asked to leave the library.

- It is the responsibility of the user to respect copyright laws and licensing agreements, and to assume responsibility for payment of fees for any fee-based service.
- Users may not use the Library's computers to interfere with or disrupt other users, services or equipment. Disruptions include, but are not limited to, harassment, distribution of unsolicited advertising, propagation of computer viruses, or attempts to make unauthorized entry to other computers.
- Users must respect the privacy of other computer users. This includes not representing yourself as another user, not modifying passwords, not trying to gain access to someone else's data, not "hovering" over other users while waiting for a computer, and not viewing and/or commenting on a neighboring computer user's screen contents (without permission).
- The Library does not retain records of content accessed or personal information submitted on the public computers except in cases of illegal activity.

### **Computer-Use-Only Cards**

Patrons that are residents of the PCPLD shall obtain and use a PCPLD library card or Computer-Use-Only card for computer reservations. Computer-Use-Only cards require the same application process as a regular library card.

Guest passes will only be provided on rare exceptions when the patron has forgotten their library card or Computer-Use-Only card, and a driver's license or other photo ID will be used to look up the card number. After repeated exceptions have been made for the same patron, the patron will be required to purchase a replacement card.

Patrons only passing through for a one day visit will be given a guest pass. If they come back more than once in the same week or month, they will be asked to purchase a Computer-Use-Only card.

Regular patrons that are not residents of PCPLD will adhere to the following procedures for using PCPLD computers:

- Patrons with a library card from another library will have that card entered into the PCPLD system as a reciprocal borrower and then use it for accessing computers for a year at a time.
- Non-residents without any library card may purchase a Computer Use Only card for \$5.00 and be entered into the system for one year of computer use.

#### Details of the Computer-Use-Only Card

- These cards provide access to public computers via an assigned barcode and pin number.
- They are not valid for checking out materials, downloading electronic materials or accessing databases outside of the library.
- Lost Computer Use Only cards will be replaced for a fine of \$1.00.
- Money, up to \$10, can be added to these cards for convenient printing from the public computers.

## **Disclaimer**

PCPLD makes no warranties of any kind in connection with the provision of access to and use of its networks and Internet. PCPLD expressly disclaims any liability or responsibility arising from access to its network or use of information obtained through its electronic information systems, or any consequences thereof and shall not be responsible for any claims, losses, damages or costs (including attorney's fees) of any kind suffered, directly or indirectly, by any user and/or parent or guardian arising out of the user's use of its network or Internet.

Adopted by the PCPLD Board of Trustees March 19, 2015, Updated March 16, 2017, Updated January 18, 2018

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## **Desktop Computer Procedures**

PCPLD provides 60 computer workstations and 8 laptops for public use. The following limits have been set in order to fairly share these resources amongst card holders. PCPLD reserves the right to make changes to these procedures at any time. (For laptop procedures, see the Laptop Policy and Procedures document)

### **Adult computers -- Workstations**

- Sessions are two (2) hours long, with 60 minute extensions up to eight (8) hours per day.
- Extensions are only available if no reservations have been made for the computer in use.
- If all computers are in use, a reservation can be made for the workstation with the next expiring session.

### **Adult express stations**

- Sessions are 15 minutes plus one 5-minute extension. Unlimited number of sessions.
- No reservations.

### **Teen computers**

- Computers in the Teen department can only be accessed by patrons aged 12 – 19
- Sessions are two (2) hours with one 60 minute extension.
- Extensions are only available if no reservations have been made for the computer in use.
- If all computers are in use, a reservation can be made for the workstation with the next expiring session.

### **Children's Department Computers**

- Children age 12 and under with parent's consent on their library cards, may access internet computers in the children's department. Adults should be accompanied by children.
- Sessions are two (2) hours with one 60 minute extension.
- Extensions are only available if no reservations have been made for the computer in use.
- If all computers are in use, a reservation can be made for the workstation with the next expiring session.

### **Studio Computers**

- All ages are welcome to use these computers
- Sessions are two (2) hours with one 60 minute extension.
- Extensions are only available if no reservations have been made for the computer in use.
- If all computers are in use, a reservation can be made for the workstation with the next expiring session.

### **General Procedures**

- There is no limit to the number of sessions (sign-ins) a user can have in one day.
- Computers are available from the time the Library opens until 5 minutes before closing time; all sessions automatically end 5 minutes prior to closing (users are made aware of the time available, based on the session ending 5 minutes prior to closing, when they sign in).
- All computer stations are available on a first-come, first-served basis.
- Printing is available from all public computers and wirelessly at 10¢ per page for B/W and 50¢ for color.
- The Library's public computers are intended for use by a single individual only. In all cases, because of limited space and in consideration of other Library patrons, a maximum of two persons may sit and/or work together at any one computer. If disruptions occur because of overcrowding at any of the terminals, staff may ask all non-users to leave the computer station.
- Public PCs do not support any e-mail clients; only web-based e-mail services are accessible. PCPLD does not provide e-mail accounts.
- Computer users are expected to have sufficient skills (keyboard, mouse, Internet, Microsoft Office) to enable them to use the computer on their own; library staff can provide only very limited assistance. Adult users needing more extensive assistance are encouraged to register for one of the library's computer or Internet workshops or for a Book-a-Librarian one-on-one tutorial session.