

## **Computer Use**

### **Purpose**

The Chadwick Public Library Board of Trustees establishes this Computer Use Policy to ensure appropriate use of computer resources within the library.

Libraries make it possible for citizens to have access to information they need to make informed decisions. As a member of the Illinois Library and Information Network (ILLNET), Chadwick Public Library is committed to networking to maximize the use of all library resources.

### **Public Access**

The Library provides workstations for free public access to the internet as well as programs provided by the Library for the convenience of the public.

The Library expects that all use of electronic information resources such as the internet will be responsible and ethical, consistent with the purpose for which these resources are provided. This includes the following:

1. Using resources for educational, informational, and recreational purposes only; not for unauthorized, illegal or unethical purposes.
2. Respecting the privacy of others by NOT:
  - a. Misrepresenting oneself as another user
  - b. Attempting to modify or gain access to files, passwords or data belonging to others.
  - c. Sending, receiving or displaying text or graphics which may reasonably be construed by the Library staff as offensive to the public.
  - d. Making unauthorized changes to the setup or configuration of the software or hardware.
3. Further respecting the privacy of others using public workstations by not interfering with their use.
4. The Director may limit the number of patrons in the computer work area at any given time.
5. It is the responsibility of the user to respect copyright laws and licensing agreements.

## **Public Use**

Persons **in good standing** with the Library may use the public computers. In good standing implies, but is not limited to no overdue items, no fines and behavior appropriate to the library.

Just as libraries do not vouch for or endorse the viewpoints of written material in their collections, they do not do so for electronic information. Selection policies, which serve to govern a library's purchase of written materials, do not apply to material accessed electronically by users.

## **Use by children**

The Chadwick Public Library District assumes no responsibility for the use of the Internet by children. Subject to the above restrictions, it is the responsibility of the user (or parent or guardian) to determine what is appropriate for their child.

Parents and legal guardians who are concerned about their children's use of the internet are expected to provide guidance to their children and monitor their use of this resource. Only they are in the position to define what material or information is consistent with their personal and family beliefs. Only parents can apply these values for themselves and their children as they use the Library's resources. It is not possible for library staff to control specific information children and youth may locate on the internet. Therefore, it is the policy of Chadwick Public Library District that

1. Children age 11 and under **must** be accompanied by a parent or guardian when using the Internet.
2. Children between the ages of 12 and 16 must have written parental permission to use the Internet. Both parent and child, at the library, must sign a use agreement.
4. The librarian has the authority to allow or restrict special computer use.

## **Use guidelines**

Patrons must log in on computer user sheet to use computers.

A patron is given 30 minutes of use without interruption.

Use beyond 30 minutes is possible when no one is waiting to use the computer, with one hour being the maximum usage per patron per day.

Patrons may not make illegal or unethical use of the internet.

Patrons may not interfere with another user's time.

At any time after 30 minutes, the librarian may request a patron to logoff and free the computer for another user. The patron is expected to comply immediately.

While respecting the individual user's right to privacy, library staff reserve the right to monitor use of internet workstations to ensure compliance with the use policies. Staff may ask users to remove themselves from the Library equipment if they observe any behavior which they judge to be in conflict with the policy.

## **Important notes**

The Library does not furnish e-mail addresses.

Users are responsible for any financial charges incurred while on the internet.

Users who cause damage to the Library property are responsible for repair or replacement.

Internet access will be denied to anyone who violates the terms of this policy.