

COMPUTER AND INTERNET USE

I. General Statements Regarding Internet.

- A. Internet Access. The Bad Axe Area District Library is an information/reference resource center. As such, it provides information in a variety of formats, including electronic. The Internet enhances the Library's existing collection in size and depth. It allows access to ideas, information, and commentary from around the globe. This policy applies to both the Library-owned computers and wireless access available at the Library.
- B. Validity of Information. The Internet offers access to a wealth of information and Internet sites including useful ideas, information and opinions from around the world. However, not all sources on the Internet provide information that is accurate, complete or legal. Internet users will need to evaluate for themselves the validity of the information found.
- C. Library does not Endorse Information on Internet. However, because the Internet is a vast and unregulated information network, it also enables access to information, ideas and commentary beyond the confines of the Library's mission, selection criteria, and collection development policies. The provision of access does not mean or imply that the Library endorses or sanctions the content or point of view of any of the information or commentary that may be found on the Internet.
- D. View Internet at Own Risk. The Internet may contain information that is controversial, sexually explicit or offensive. Users are cautioned that ideas, points of view and images can be found on the Internet that are controversial, divergent and/or inflammatory. Because of this and the fact that access points on the Internet can and do change often, rapidly and unpredictably, the Library cannot protect individuals from information and images which they might find offensive, disturbing or inaccurate. Library patrons use the Internet at their own risk. Parents or guardians of minor children are responsible for their child's use of the Internet through the Library's connection as stated more fully below.
- E. No Liability. The Library assumes no responsibility for any damages, direct or indirect, arising from its connections to the Internet. Please use caution when transmitting or using private information as the Library cannot assure and accepts no liability for the transmission of your private data.

II. Nature of the Public Library Setting.

- A. Respect Others. Because Library users of all ages, backgrounds and sensibilities are using the computers, Library patrons are asked to be sensitive to other's values and beliefs when accessing potentially controversial information and images.
- B. Use with Caution of Risks. Users are cautioned that, because security in an electronic environment such as the Internet cannot be guaranteed, all transactions, files and communications are vulnerable to unauthorized access and use. This applies to use of the Public Use Computer and the wireless access.

- C. Monitoring Use. Public Use Computers are internet stations that are located so that they can be monitored by staff for assistance and security.

III. Procedure for Use.

- A. Reservation/Time Limits. The Public Use Computers are available on a first-come-first-served basis to patrons ten years of age and older. Patrons younger than ten years must be accompanied by an adult. If all Public Use Computers are in use, patrons may add their name to a reservation list. Public Use Computers are limited to one hour sessions. If no one is waiting, the user may continue use of the terminal for additional one-hour sessions.
- B. Authorization For Computer Use. All users must agree to and accept this Computer Use and Internet Policy in order to use any Public Use Computer or access the Library's wireless network.
- C. Staff Assistance. Library staff provides limited assistance for basic start-up procedures. Several circulating books on Web searching are available. However, the Library cannot guarantee that Internet-trained staff will be available to assist users at all times the Library is open. Because of the many different applications available on the Internet, staff may not be able to provide specialized or technical knowledge about a particular application. Users who need training on Library software or digital collections may request an appointment.
- D. Closing Time. Internet terminals will shut down 10 minutes prior to closing.
- E. Printing. Printing is available from most computers at a cost of \$.25 per page. These print jobs will be directed to the Circulation Desk and all print jobs must be paid for before obtaining the copies.
- F. Log Off. For your own protection, always log off when using the Public Use Computers.

IV. Internet Use by Minors—Patrons Under 18 Years of Age, 2000 PA 212.

- A. Responsibility of Parents and Legal Guardians. As with other materials in the Library's collection, it is the Library's policy that parents or legal guardians are responsible for deciding which Library resources are appropriate for their children. The Library urges parents and guardians to discuss Internet use with their children and to monitor their use of this educational tool.
- B. Access for Patrons under 18 years of Age. Parents or guardians are responsible for monitoring a minor's Internet use. Michigan law prohibits minors from accessing obscene matter or sexually explicit matter that is harmful to minors. As a result, Library staff will also monitor use by patrons less than 18 years of age.

V. Acceptable Use.

All users of the Library's Internet connection and workstations are expected to use this resource in a responsible and courteous manner, and to follow all rules and procedures as established in this policy.

- A. Lawful Use. The Library Internet connection and workstations shall be used in a lawful manner. The Library's Internet and workstations cannot be used for any fraudulent or unlawful purpose prohibited under any applicable federal, state or local law, including, but not limited to, accessing material that can be classified as obscene or child pornography.
- B. Intellectual Property. Users must respect intellectual property rights and obey the copyright laws of the United States and all other intellectual property rights. Responsibility for any consequences of copyright infringement lies with the user. The Library expressly disclaims any liability or responsibility resulting from such use.
- C. Use Must Not be Harmful to Minors. Michigan law prohibits users from allowing minors access to sexually explicit materials harmful to minors. Internet users shall not permit any minor to view sexually explicit material or any other material deemed harmful to minors.
- D. Compliance with Patron Behavior Policy. The same rules apply to the use of the Internet as with the use of any other Library materials. The Library has adopted a Patron Behavior Policy. All Internet users must comply with the Library's Patron Behavior Policy, which shall be available in the Library.
- E. Privacy; Unauthorized Access. Users must respect the privacy of others by not misrepresenting oneself as another user; by not attempting to modify or gain access to files, passwords or data belonging to others; and by not seeking disallowed access to any computer system via the Internet.
- F. Time Limit. No patron may use the Library's Internet access more than once in violation of this Policy. Failure to leave a computer terminal upon the expiration of the allotted time is a violation of this Policy.
- G. Personal Software and Hardware. Users must request permission to install personal software on Public Use Computers. Users are permitted to attach personal USB drives, ipods, iphones, tablets or other similar devices to Public Use Computers provided the devices are not used in a manner inconsistent with this policy.
- H. System Modifications. Users are not permitted to change or alter the security setup, operating systems, the network configuration or any other configuration of any Library computer workstation. Users may not damage or gain unauthorized access to the computer or network or repeatedly or intentionally visit websites that introduce spyware, malware, virus or other damaging programs.
- I. Purpose; Prohibited Uses. The Library's Internet resources should be used for educational, informational and recreational purposes only. The Library's Internet Access shall not be used for personal profit or commercial activities,

including the sale of goods and services or fund raising. The Library Internet is intended for information gathering only.

- J. Damage. Computer workstations must be used in a responsible manner and users must take care with use of the equipment. The user shall be responsible for repayment of any costs to the Library for damage to the computer terminals or system.
- K. Terminal Use. No more than one (1) user may sit at a terminal unless permission is obtained from Library staff.
- L. Food; Beverages. Food and Beverages are prohibited at the Public Use Computers.

V. Violation and Appeal Section

Violations and appeals of this Policy shall be processed according to the Violations and Appeals Policy.