Computer and Internet Use Policy

PURPOSE

The Batavia Public Library provides access to public computers, the Internet, and other electronic resources to further its mission to provide and ensure access to materials and services to meet the lifelong needs of residents and organizations. In offering such access, the Library Board of Trustees considers providing free access that fairly and effectively serves the diverse needs of patrons to be of primary importance.

GUIDELINES

Unless otherwise noted, full access to library equipment is available on an equal basis to all individuals holding Batavia Public Library cards.

- Internet Access: The Library provides a free, unsecured, wireless network for patron use on personal or library-owned devices in the building during library hours and onsite at all times. The Library's wireless network may be unavailable or halted, suspended, or interrupted at any time without prior warning.
- Authentication:
  - Patrons who wish to use library equipment must be entered into the database of authorized users. Authorized users are individuals who hold a Batavia Public Library card in good standing or a borrower's card from another library in the state of Illinois.
  - Guest passes may be issued at the discretion of library staff to visiting patrons to provide limited access to library equipment.
- User Agreements: Patrons must accept the electronic User Agreement every time they log on to library computer equipment.
- Time Limits: To provide equitable access to as many users as possible and to better meet the needs of Batavia residents, the Library may place limits on the maximum amount of time that individuals may use library technology equipment.
- Location: Computers and other technological equipment are available in both the Adult & Teen and Youth Services areas of the Library.
  - Computer equipment in the Adult & Teen area is reserved for the use of adults and high school-aged teens who can work quietly at their respective computers.
  - Computer equipment in the Youth area is reserved for the use of children, younger teens, and caregivers who have children with them and must remain nearby. To meet the needs of students, the use of computers in the Youth area may be restricted to homework and other school-related activities during certain hours.

FEES

Although there is no charge to use library technology equipment and to access the Internet or other electronic resources, the Library does charge for pages printed, copies, or other direct costs.

STAFF ASSISTANCE

Library staff will help individuals locate resources of information about how to use computers, computer software, the Internet, and other electronic resources. In-depth personal instruction or training cannot be provided unless offered through a formal technology training program. Time permitting, some brief and very basic assistance may be provided. Although library staff members are available to assist users in judging the reliability or currency of certain websites and other information sources, they cannot provide definitive analyses and determinations about such resources.

INTERNET CONTENT

The Library has no control over the content, accuracy, or currency of resources accessed on the Internet, nor does it have complete knowledge of what is available. Users access the Internet at their discretion. The Library encourages users to evaluate the information they obtain from the Internet carefully. Although there are many highly dependable and useful sites, others may contain unreliable, inaccurate, or out-of-date information, and some may include risky or fraudulent proposals. There are Internet sites containing information or images that may be controversial or offensive to some. The Library reserves the right to ask users to refrain from displaying computer images that are deemed to be inappropriate and obscene in a public setting, tantamount to sexual harassment, or otherwise incompatible with the purpose articulated above.

CHILDREN'S USE OF THE INTERNET AND TECHNOLOGY

The Library supports the right of all individuals to access electronic resources and will not deny access based on age, however, caregivers have the option of restricting their minor children from using the Library's public-access computers to use the Internet. Caregivers must assume responsibility for deciding which library resources, including internet sites, are appropriate for their children, and for monitoring their children's use of the Library and the resources it makes available. Caregivers may choose to "opt-out" of computer use privileges for their child at any time by requesting to do so in person at the Library. The Library does not act in the place of parents and staff cannot take responsibility for monitoring the safety or behavior of unattended children or their choice of library resources—this responsibility falls to their caregivers.

INAPPROPRIATE AND UNACCEPTABLE USES

Any illegal use that endangers library property or intrudes upon or disregards the rights of other users is unacceptable and will result in loss of privileges and possible legal action. Users will be held financially responsible for any damage caused by vandalism or willful destruction of the Library's computer network or any component thereof. Examples of unacceptable use include, but are not limited to:

- Conducting illegal activity, accessing illegal materials or sites.
- Harassing another user or violating another user's privacy.

- Attempting to install or run outside software or equipment on or through library computers or through the Library's internet connection.
- Violating computer system security.
- Tampering with computer hardware or software.
- Permanently storing data to anything other than an external storage device.
- Using another individual's identity and authorization to gain access to a computer, or knowingly enabling someone else to do so.

It is the responsibility of the user to respect copyright laws and licensing agreements. All users are expected to comply with the Library Board's Public Code of Conduct Policy, which states: "Any conduct that disturbs library patrons or staff or hinders others from using the Library or library materials is prohibited."

CONFIDENTIALITY AND SECURITY OF INFORMATION

User registration records and information about specific computer sessions are considered to be confidential and will not be released to or shared with third parties except as required by law or as needed to repair, maintain, or gather statistics about the Library's computer system. Individuals should be aware, however, that the Internet and other electronic resources are not secure, and that others may be able to obtain information from users' computer sessions. User sessions including web browser history and any saved files are automatically purged from the system at the end of each session. Users should nonetheless exercise caution about entering personal information, such as credit card and Social Security numbers, on library computers, and frequently saving to USB flash drives is highly recommended.

Because wireless Internet access is unfiltered and may be accessed through computers and devices not owned by the Library, patrons are hereby notified and encouraged to place appropriate controls or restrictions on the use of personal devices. Though the Library makes every effort to maintain a secure network using virus protection and firewalls, it cannot guarantee the complete privacy of transmitted personal information such as credit card and Social Security numbers. Users are advised to give personal information only through websites that encrypt data with Secure Socket Layering (SSL). Virus and security protection is the responsibility of patrons on their own devices. The Library assumes no responsibility for damage, theft, or loss of any kind to a user's personal equipment, software, or data files.

ELECTRONIC USER AGREEMENT

For Use of the Internet, Library Computer, and Technology Equipment

I have reviewed, understand, and agree to comply with the various provisions and requirements contained in the Computer and Internet Use Policy.

I am aware that the Library has no control over the content, accuracy, or currency of resources accessed on the Internet; that users access the Internet at their discretion while in the Library; and that, if necessary, library staff will ask users to refrain from displaying computer images deemed to be inappropriate and obscene in a public setting, tantamount to sexual harassment, or otherwise incompatible with the Library's Computer and Internet Use Policy.

I also fully understand, accept, and agree to act by the following provisions covering inappropriate and unacceptable uses: Any illegal use that endangers library property, or intrudes upon or disregards the rights of other users is unacceptable and will result in loss of privileges and possible legal action. Users (the parent/guardian if the user is a minor) will be held financially responsible for any damage caused by vandalism to or willful destruction of the Library's computer network or any component thereof. Examples of unacceptable use include, but are not limited to:

- Conducting illegal activity or accessing illegal materials.
- Harassing another user or violating another user's privacy.
- Attempting to install or run outside software or equipment on or through library computers or through the Library's internet connection.
- Violating computer system security.
- Tampering with computer hardware or software.
- Storing data on library computers is prohibited.
- Using another individual's identity and authorization to gain access to a computer, or knowingly enabling someone else to do so.
- Disregarding copyright laws and licensing agreements.