COAL CITY PUBLIC LIBRARY DISTRICT
COMPUTER AND INTERNET USE POLICY*

APPROVED BY
THE BOARD OF TRUSTEES

REVISED

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*DENOTES LEGAL LANGUAGE

COAL CITY PUBLIC LIBRARY DISTRICT

COMPUTER AND INTERNET USE POLICY*

The Coal City Public Library District (Library) is committed to providing computer and Internet access to Library users through desktop computers and Wi-Fi. All patrons using the Library's computers, Internet, and/or Wi-Fi are expected to behave in a manner that is not disruptive to other patrons or staff.

By using Library computers, Internet or the wireless network, patrons are agreeing to all the conditions detailed in this Internet and Computer Use Policy. Violations of these and other rules governing the use of the Internet and computers in the Library may result in loss of access and suspension of Library privileges.

COMPUTER USE
Computers are available on a first-come/first-served basis, and reservations can be made if all computers are in use. There is a time limit of one hour on all Library computers at times when all computers are in use. At times when all computers are not in use, the time limit may be relaxed.

While reasonable efforts are made by the Library to guard against malware and to protect user privacy, no guarantees can be made as to the security and privacy of any activity conducted on Library computers. Users conducting personal business on Library computers do so at their own risk.

Files should be saved on portable media provided by the user before the end of a session. Files will automatically be deleted from each computer upon logging off. The Library is not responsible for any loss of data or damage to portable media that may occur when saving files. Users are responsible for deleting any personal files saved on Library computers during their sessions. Any files saved on Library computers may be accessed or deleted by the Library or other patrons using the same computer.

Library computers may be used only for purposes that are legal and appropriate for a public environment. Examples of unacceptable uses include but are not limited to the following:

A. Display of sexually explicit or pornographic materials;
B. Harassment of other users or violation of their privacy;
C. Libeling, slandering or maliciously offending other users;
D. Violation of copyright laws or software licensing agreements;
E. Attempting to crash, degrade performance or gain unauthorized access to other computer systems and networks;
F. Damaging, adding, deleting or modifying the installed hardware or software.

INTERNET USE

ELECTRONIC NETWORKS AND THE LIBRARY'S MISSION

Libraries make it possible for citizens to have access to the information they need to make informed decisions. As a member of the Illinois Library and Information Network (ILLINET), the Coal City Public Library District is committed to resource sharing by maximizing the use of the resources of all types of libraries. Every Library user benefits from expanded access to information beyond the four walls of a single library building.

The Coal City Public Library District and all ILLINET libraries use the Internet for the following purposes:

1. Access to shared automation systems that provide bibliographic access to the collections of the local library and libraries in the region and across the state.
2. Access to information resources.
3. Access to general and specialized shared licensed databases available to ILLINET member libraries throughout regional and state wide cooperative programs.
4. Access to E-Books, digital music and digital audio books.

RELATIONSHIP TO OTHER LIBRARY POLICIES

The Coal City Public Library District's Internet Policy is part of the Library's overall policy structure and should be interpreted in conjunction with other existing policies.

GLOBAL VERSUS "LOCAL" RESOURCES

Most resources available via the Internet are global resources rather than local resources. The Library does

not and cannot control the information content available
through global resources. Internet resources enhance and
supplement resources that are available locally. It is the
responsibility of the user to question and evaluate the
information found and the suitability of that information.
The user should consider the following points when
evaluating information obtained via the Internet:

1. Information obtained via the Internet may or may
   not be reliable, accurate, current, complete or
   from a reliable source.
2. Links to sites or information on the Internet may
   not always be valid or available. The Library
   reserves the right to discontinue links to these
   services at its sole discretion at any time.
3. Some information obtained via the Internet may be
   considered controversial or offensive. The
   Library reserves the right to ask users to close
   the browser.

The Coal City Public Library District urges Library patrons
to be informed consumers and carefully evaluate information
obtained via the Internet. Library staff may be available
to assist patrons in making judgments about the reliability
or currency of certain types of Internet information
sources. Library staff will not provide definitive
analysis of particular sources due to the extremely large
variety and volume of information available.

The Library is not responsible for damages, whether
indirect or direct, arising from a Library patron's use of
Internet information resources.

LIBRARY PATRONS' RIGHTS
Library patrons have certain rights with respect to use of
the Internet. This Library will work with other libraries
in the Illinois Library and Information Network to preserve
and protect these rights, subject to limitations imposed by
licensing and payment agreements with database providers.

The Library will make every effort to allow Library patrons
to privately use the Internet in the Library. However, the
Library reserves the right to supervise and request an
explanation of a patron's use of the Internet to reasonably
ensure compliance with Library Internet policies Library
patrons have the right to equal Internet access, and read
all Library service policies which are available on the

Library's website. Questions may be discussed with appropriate Library staff.

PATRON ASSISTANCE AND INSTRUCTION
The Library, because of staffing limitations, cannot provide the public with on demand training or in-depth assistance in using the Internet. Formal instruction in particular aspects of Internet use may be available through a Library program. Patrons interested in such programs should contact the adult services department.

USE OF EQUIPMENT AND NETWORKS
The Coal City Public Library District requires that Library patrons using the Internet do so within the guidelines of acceptable and ethical use. The following activities are unacceptable:
1. Use of the Internet that results in the harassment of other users.
2. Destruction, damage to or unauthorized alteration of the Library's computer equipment, software or network security procedures.
3. Use of the Internet which violates a federal, state, or other applicable law.
4. Use of the Internet which violates licensing and payment agreements between the Coal City Public Library District and network/database providers.
5. Unauthorized duplication of copy-protected software or violation of software license agreements, including but not exclusively, any hacking.
6. Violation of system security.
7. Behaving in a manner that is disruptive to other users.
8. Libel, slander, defamation or plagiarism.
9. Disruption or unauthorized monitoring of electronic communications.
10. Accessing child pornography.
11. Any unauthorized disclosure, use and/or dissemination of personal identification information regarding minors.

Users are financially responsible for any and all damages caused or incurred, including but limited to hardware, software or data.

Patrons who engage in unacceptable practices will be asked to leave the area for the remainder of the day. Internet

users who are asked a second time to leave for improper
Internet use will lose their Internet privileges for a
period of time determined by the Library Director.
Violation of any aspect of this policy may result in the
loss of Library privileges.

CHILDREN'S ACCESS TO THE INTERNET
The Coal City Public Library District supports the right of
all Library users to access information.

This Library recognizes that the Internet may contain
material that is inappropriate for children. Parents or
guardians are expected to monitor and supervise their
children's use of the Internet. Library staff is not
responsible for content accessed by children. Parents or
guardians are encouraged to discuss with their children
issues of appropriate use of the Internet.

FILTERING
In order for the Library to be in compliance with federal
grant guidelines, all Library computers are equipped with
Internet filtration devices which are designed and intended
to block sites deemed to be inappropriate for general
audiences. These devices have been purchased from a
commercial vendor. The Library does not maintain that the
installed filters are 100% effective. Due to the nature
and growth of the Internet there will occasionally be sites
that are not filtered by the Library's Internet content
filter. The Library is not responsible for damages,
whether indirect or direct, arising from access, whether
voluntarily or involuntarily requested, to inappropriate or
offensive Internet sites, regardless of the age of the user
or whether arising from the deficiency of the filter or its
installation.

LIBRARY PROCEDURES RELATING TO THE INTERNET
The Library has developed certain procedures to assist
staff and patrons in the use of electronic information
resources. These procedures include (but are not
necessarily limited to) the following:
1.   Patrons must choose electronically to accept the
     Internet Policy Agreement when prompted, or they
     will be denied Internet access **(Appendix A)**.
2.   Patrons under the age of 14 must have their
     parent or legal guardian sign an Internet User
     Agreement at the Library. A photo will be taken.
3.   Computers will be used on a first come first

served basis.

4. There is a time limit of one hour on all Library computers. Time limits will be enforced when all computers are in use.
5. Patrons under the age of 8 or those without Internet permission must be accompanied by a parent or legal guardian.
6. Patrons between the ages of 8 and 13 with Internet permission must use the computers on the ground floor of the Library.

WIRELESS ACCESS

Wireless access is available on an open network. Only filtered Internet is available through wireless access in accordance with CIPA (Children's Internet Protection Act) compliance.

The user should understand the following points when accessing the wireless connection:

1. The Library is not responsible for lost data due to network failure or viruses.
2. Personal information transmitted on an open network may not always be secure.
3. Wireless connections may not always be stable.
4. All Internet Policy rules apply to wireless access.

PRINTING/DOWNLOADING

A printer is available for patron use at 10 cents per page for black and white printouts and 25 cents per page for colored printouts. Patrons may download to their own storage device. The Library is not responsible for any loss or damage to personal storage devices when downloading. It is inadvisable to save to the desktop because files are automatically purged when the computer is rebooted.

EMAIL

The Library does not offer electronic mail accounts. Patrons can send and receive email through public access accounts. The Library cannot vouch for or be held responsible for the privacy or integrity of email.

Internet Policy Agreement

The Internet:

- ❖ The Coal City Public Library District has no control of the Internet and its resources, and assumes no responsibility for the quality or accuracy of any Internet resource.
- ❖ Parents and guardians, not the Library or its staff, are responsible for the information selected and/or accessed by children.
- ❖ Information from the Internet may contain controversial material.

Staff Assistance:

- ❖ Staff provides limited assistance for basic start-up procedures.
- ❖ If patrons have never used computers or have specific questions about the Internet, instructional programs and materials are available.

Internet Use:

- ❖ The Internet computers will be used on a first come, first served basis.
- ❖ There is a one-hour time limit on computers.
- ❖ Patrons under the age of 14must have their guardian sign a permission slip at the Library.
- ❖ A parent or guardian must accompany patrons under the age of 8 or those with no Internet permission.
- ❖ Patrons must obtain an access pass from staff before using the computers.
- ❖ Patrons between the ages of 8 and 13 with Internet permission must use the computers on the ground floor of the Library unless accompanied by a parent or guardian.

Printing and Downloading:

- ❖ A printer is available for patron use at 10 cents per page for black and white printouts and 25 cents per page for colored printouts.
- ❖ Patrons may download to their own storage devices.
- ❖ The Library is not responsible for any loss or damage to storage devices when downloading.

Email:

- ❖ The Library does not offer electronic mail accounts.
- ❖ Patrons can send and receive email through public access accounts.

Ethical Use:

- ❖ Internet computers may only be used within the guidelines of acceptable use.
- ❖ Unacceptable uses include, but are not limited to: harassment of other users; inappropriate behavior, libel, slander, defamation, fraud or plagiarism; illegal viewing; destruction of or damage to equipment, software, or data belonging to the Library or others; disruption or unauthorized monitoring of electronic communications; violating a federal or state law; or unauthorized copying of copyright-protected material.
- ❖ The Internet Policy should be interpreted in conjunction with other existing Library policies.
- ❖ I agree to pay any repair or replacement costs of equipment or software damaged by myself or by minors for whom I am responsible.
- ❖ I understand that if I fail to abide by the Internet computer policies, I will lose eligibility for use of the Library's Internet computers.