



GLENCOE PUBLIC LIBRARY

INTERNET AND COMPUTER POLICY

General

The Glencoe Public Library (Library) offers public access to computers and the internet, supporting the library's mission to be a vital and welcoming community partner that encourages personal connection and lifelong learning.

This policy incorporates the principles articulated in the following statements by the American Library Association:

- Library Bill of Rights
- Access to Digital Information, Services and Networks
- Freedom to Read Statement

Computer and Internet Access

Patrons of all ages may access the internet via free, unfiltered public computers (desktop and laptop) and may use personal devices to connect to the library's wireless network.

The Library may place reasonable limitations on time and manner of computer and internet access.

Public computers in the Children's Department are limited to use by youth and adults accompanied by youth.

A laptop may be borrowed by library cardholders for use inside the Library.

Wireless network access is provided throughout the building in all public service areas during regular operating hours. Patrons may be able to connect to the library's wireless network during or after regular operating hours from areas on or near outdoor library grounds, but such access is not guaranteed.

Acceptable Use

Internet and computer access is available to patrons of all ages, with the understanding that it is the user's responsibility to exercise good judgment, respect for others, and appropriate conduct.

All rights and responsibilities of use pertain both to library-owned equipment and personal devices used on the library's wireless network.

Unacceptable activities include, but are not limited to, the following:

- Any created content or action that harasses others including, but not limited to, threats of violence, endangerment of others, and obscenity
- Use that violates federal or state law

- Deliberately accessing obscene materials
- Destruction of, damage to, or unauthorized alteration of library equipment, software, or network security systems and settings
- Use that violates licensing and payment agreements between the Library and network/database providers
- Unauthorized duplication of copyright protected software or violation of software license agreements
- Intentional propagation of computer viruses
- Violation of the privacy of another user or library patron
- Behavior that unreasonably interferes with other patrons' use or enjoyment of the Library
- Behavior that unreasonably interferes with the ability of library staff to perform their duties
- Disregarding time limits established to facilitate equitable access to library equipment

As a condition of using public computers or accessing the library's wireless network, users are required to accept this policy via a click-through screen. Violation of terms may result in suspension or revocation of Library privileges.

Use of public computers or the library's wireless network for illegal activity may be subject to reporting to law enforcement authorities.

Children's Access

As with checkout of library materials, restriction of a child's access to library computers and/or the internet is the responsibility of the parent or caregiver. Library staff will not restrict children's access to computers or use of the internet unless they violate Acceptable Use guidelines.

Library staff will not assist a child under the age of 13 in setting up email, app, or website accounts.

Security

Although the Library strives to maintain a secure network, it cannot guarantee the privacy or security of any information accessed or shared via Library computers or its wireless network. Additionally, public computers are in open spaces in the Library. Users should exercise caution when using the internet to avoid unauthorized or unwanted disclosure, use, or dissemination of personal information.

Disclaimer

With the exception of the library's website, information found on the internet is generated and maintained by entities outside the Library.

The internet may contain inaccurate, incomplete, outdated, unsecured, offensive, and/or controversial material. The Library has no control over information accessed through the internet and is not responsible for its content.

The Library is not responsible for and expressly disclaims liability for any direct or indirect losses or injury a user may incur in connection with their use of Library computers or the Library wireless network. Users bear all responsibility for protecting their own devices.

Adopted	October 17, 2007
Reviewed	
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