

## SERVICES

### 465 Computer and Internet Services

Computers are provided for public access to the Internet, reference databases, the on-line catalog, software products and games. Wireless service is available for patrons who have a wireless device capable of accessing the library's wireless network.

#### 465.1 Library Responsibility

Staff will assist patrons with basic functions of computers, printers and software programs as time permits. The library also provides classes and other resources for instruction. The library and library staff are not responsible or liable when assisting patrons who are conducting personal business or e-commerce on the library's computers.

The Indian Prairie Public Library District does not monitor and is not responsible for information, graphics and messages accessed through the Internet. The library is not responsible for damages, direct or indirect, that arise from a patron's use of Internet information resources. There is no guarantee that a patron's account(s) or email is private. Email users should not expect or treat email as confidential or private. Further, in case of a request from law enforcement authorities, your email and other data may be available to the requesting agency. The library assumes no responsibility for any loss or damage arising from use of the library's wireless service.

Privacy cannot be guaranteed due to the proximity of other patrons and security limitations of the library's network system. The library reserves the right to access and use any files saved on library equipment.

#### 465.2 User Responsibility

The user is responsible for compliance with state, federal and local laws including copyright laws and laws governing unauthorized access. Parents or legal guardians are responsible for their minor children's compliance with these laws and with the library's Internet Services Policy.

Destruction of, damage to, or unauthorized alteration of the library's computer equipment, software, or network security procedures is prohibited. Patrons are responsible for any intentional damage to computer equipment or software or loss of same. Problems with equipment must be reported immediately.

The Internet contains material and information resources which users may think controversial or inappropriate. Information on the Internet may be reliable and current or it may be inaccurate and out-of-date. The Internet is a global entity and library patrons use it at their own risk.

Internet users are to limit use to viewing sites that are appropriate in a public site and not disturbing to others. Use of the Internet for any purpose that results in the harassment of others is unacceptable. Illegal acts involving library computer and wireless access resources may be subject to prosecution by local, state, or federal authorities.

Each user is responsible for following personal safety practices while using the Internet. Parents or legal guardians are responsible for the Internet information accessed by their children as well as for their children's safe use of the Internet including email, chat rooms, social networking sites, and other forms of direct electronic communication. Parents are advised to supervise their children's Internet sessions and to restrict them from accessing materials that the parents consider harmful to minors. The library provides to parents and children information about best safety practices for use of the Internet.

Use of another person's library card account number for Internet access is not permitted and may result in loss of Internet privileges for the cardholder as well as for the unauthorized person. Misuse of the computer or failure to follow the Internet policy will result in loss of access.

### 465.3 Use of Computers

Priority access to the Internet is provided to IPPL library cardholders who have agreed to comply with the library's Internet Services Policy and whose card is in good standing. Access may also be provided to guests who don't have an IPPL library card.

Computers in the adult department are provided for adults and children age 14 and up. Computers in the Youth Services Department are provided for children high school age or under or for parents to use with a child or while their child is using the Youth Services Department. Exceptions to this may be made with referrals from either department.

The library supports the right of all library users to access information and does not deny access to the Internet based solely on age. However, this library recognizes that the Internet may contain material that is inappropriate for children. Library staff is unable to monitor children's use. Parents are expected to monitor and supervise their children's use of the Internet. Parents are encouraged to discuss with their children issues of appropriate use and Internet safety. Parents may disallow their child's access by informing library staff.

The library provides Express Internet stations for adults 18 and older. Users must be able to provide proof of age. Staff may choose to require a valid library card to access these stations.

The library has developed certain procedures to assist staff and patrons in the use of computers. These procedures include (but are not necessarily limited to) the following:

1. Time limits for access.
2. A maximum number of people who can access a workstation.
3. Cost recovery for printouts.
4. Priority usage.
5. Reservation of computers.

Complete review & revision approved 4/18/07, rev. 11/28/07, 9/16/09, 2/17/10 (effective 6/1/10), 9/15/10, complete review and revision approved 3/21/12, complete review & revision approved 3/19/14 – effective 6/1/14, complete review & revision approved 5/18/16