

CALUMET CITY PUBLIC LIBRARY
INTERNET/PUBLIC ACCESS COMPUTER USE POLICY

EQUIPMENT

The Calumet City Public Library provides a large selection of computer workstations for the public. These computers allow access to the Internet, to the library's Local Area Network (LAN) databases, and to a variety of word processing, spreadsheet and other popular educational software.

NATURE OF THE INTERNET

In response to advances in technology and the changing needs of the community, the Calumet City Public Library endeavors to develop collections and services that meet the informational, educational and recreational needs of a diverse community. It is within this context that the Library offers access to the Internet.

The Calumet City Public Library does not monitor and has no control over the information accessed through the Internet. Therefore, the Library is not responsible for the Internet's content. The Internet is a global entity with a highly diverse user population and Library patrons use it at their discretion.

Certain information obtained via the Internet may be considered offensive, disturbing, controversial and/or illegal by some patrons. Discretion and discrimination in the access and use of on-line materials is the responsibility of the patron. In the case of a patron who is also a minor, restrictions in access to these on-line materials is the responsibility of the patron's parent(s) or legal guardian. It is the Library's position, however, that the value of the information and the interaction available on this worldwide network far outweigh the possibility that users may come across material that is inconsistent with the goals of the Library.

Information obtained via the Internet may not be reliable, accurate or current. Links to information on the Internet may not always be valid, and particular information sites on the Internet may sometimes be unavailable.

The Calumet City Public Library and its staff are not responsible for damages, direct or indirect, arising from a library patron's use of the Library's Internet connection.

ELIGIBILITY FOR INTERNET/PUBLIC ACCESS COMPUTER PRIVILEGES

The following shall be eligible for public computer use:

Patrons 16 years or older with a valid piece of identification. Residents of a community serviced by the Reaching Across Illinois Library System (RAILS) may use their current RAILS Library Card, a current photo ID, or a current military ID for identification. For adult patrons (18 years of age or over) who are residents of communities not served by a Reaching Across Illinois Library System library, a current photo ID with name and current address or a current military ID shall be acceptable forms of identification. All ID used must be current and up to date. Library cards and photo IDs must show current address and name. By signing the Public Access/Internet Computer Sign-up Sheet, adult users of the Internet/Public Access computers agree to abide by the posted rules of the Calumet City Public Library Internet/Public Access Use Policy.

Any patron 9 to 15 years of age who has a valid Calumet City Public Library card or Reaching Across Illinois Library System (RAILS) card in good standing or a current photo ID with name and current address, and whose parent or legal guardian has signed the Internet/Public Access Computer Use Agreement/Disclaimer (hereinafter referred to as user Agreement) on behalf of the minor.

Any patron 8 years of age or younger must have an adult sit with them at the computer (at least 18 years of age). The responsible adult must have a valid piece of identification as outlined above and, by signing the Public Access/Internet Computer Sign-up Sheet, the adult user of the Internet/Public Access computers agrees to abide by the posted rules of the Calumet City Public Library Internet/Public Access Use Policy.

A parent or legal guardian (at least 18 years of age) must sign the User Agreement, accepting full responsibility for anyone 9 to 15 years of age who uses the computers. Anyone 15 years of age or younger who does not have a signed User Agreement, must have an adult sit with them (at least 18 years of age) in order to use the computers.

Database/Educational Software Computers

All other provisions for use of Internet/LAN computers as contained in this policy shall also apply to the computers used to access the on-line databases and educational software.

Misuse of the computers and their related equipment will result in loss of computer privileges plus cost of repair or replacement of any damaged equipment. Should there be a problem with a computer or printer, DO NOT attempt to repair it. All problems or damage should be reported to the Technology Desk or Youth Services Reference Desk staff immediately.

REGISTRATION/SIGN-IN

All patrons, ages 9 through 15, must complete and have on file, a signed Internet/Public Access Computer Use Agreement/Disclaimer (hereinafter referred to as User Agreement) before they will be allowed to use any of the library's Internet/Public Access Computers. Patrons are responsible for notifying staff if any of the information on said Agreement has changed, i.e., address, telephone number, etc.

Patrons must sign in at the Technology Desk or the Youth Services Reference Desk and present their library card or photo ID for each computer session. If the patron is 9 through 15 years old, the ID presented must be the same as the one the patron presented at the time the User Agreement was signed.

Only one person may use the computer workstation at a time, except when a parent or legal guardian accompanies a child.

SOFTWARE

The library has a variety of business and educational software applications installed on each computer. Users may provide their own software, but may NOT install it on the computer's hard drive.

No person may use software in the library's computers that displays any material which violates the laws of the State of Illinois regarding obscenity. 720 ILCS 5/11-20.

PERIPHERALS

No hook-up of non-library equipment is allowed.

Headphones are available for purchase at both the Technology Desk and the Youth Services Reference Desk, in order to fully utilize programs installed on the computers.

STAFF ASSISTANCE

Staff assistance is limited to basic start-up procedures for accessing the Internet/LAN or other library software. Library staff is not equipped to provide in-depth computer or software instruction. Use of the computers implies that the patron has basic knowledge of their operation.

The Adult Services and Youth Services Reference staff are available to help patrons locate books, periodicals and videos about the Internet or the software available on the public access computers.

ACCEPTABLE USE

The electronic traffic originating from the Calumet City Public Library's Internet connection and use of the Calumet City Public Library's public access computers shall be in accordance with these Internet/Public Access Computer policies and procedures. Failure to abide by the Policies and Procedures shall result in loss of Internet and public access computer privileges.

Use of the library's Internet connection and Public Access Computers shall be guided by respect for the privacy of others; attention to the legal protection provided by copyright and license to programs and data; and consideration for the security and functioning of computer networks and systems.

UNACCEPTABLE USE

Unacceptable Internet Connection usage includes, but is not limited to:

- any purpose which violates a Federal or State law, particularly, but not limited to, the transmission of threatening, obscene or harassing materials;
- violation of computer system integrity;
- tampering with computer hardware or software
- use which violates licensing and payment agreements between the Library and its network/database providers.

LIBRARY STAFF MAY ASK USERS TO REMOVE THEMSELVES FROM LIBRARY EQUIPMENT IF THEY OBSERVE OR BECOME AWARE OF ANY BEHAVIOR WHICH THEY JUDGE TO BE IN CONFLICT WITH THIS POLICY.

MISUSE OR ABUSE OF LIBRARY OR INTERNET ACCESS MAY RESULT IN PERMANENT SUSPENSION OF INTERNET USER'S PRIVILEGES.

FEES

Effective July 1, 2007 the charges are as follows:

Computer printouts are \$0.10 per page for black and white printouts, and \$0.50 per page for color printouts. Due to the configuration of the library's printers, patrons may not use their own paper or envelopes in the Library's printers.

Patrons may purchase blank disks for \$1.00 each and headphones for \$2.00.

In order to offset the costs involved with these services, for most computers there is a charge of \$1.00 per hour or fraction thereof for Internet/Public Access Computer use by non-residents of Calumet City. The fee for the first hour must

be paid at the beginning of the computer user's session. Charges for additional time may be paid at the end of the session.

There is a charge of 25 cents for 15 minutes (or fraction thereof) for the use of the Express Computer by non-residents of Calumet City. This fee also applies to use of business software, such as Microsoft Office, etc. There must be an hour between uses by the same patron for the Express Computer.

THE COPYING OF ANY COMPUTER PROGRAM OR DOCUMENTATION THAT IS NOT IN THE PUBLIC DOMAIN IS NOT ALLOWED.

THE LIBRARY IS NOT RESPONSIBLE FOR DAMAGE TO COMPUTER DISKS BROUGHT INTO THE LIBRARY OR FOR LOSSES RESULTING FROM USE OF LIBRARY EQUIPMENT, PROGRAMS OR DOCUMENTATION.

E-MAIL AND CHAT GROUPS

The Library does not directly provide access to electronic mail or access to news/discussion groups or chat rooms on the Internet.

However, patrons with personal e-mail accounts may use the workstations to send and receive mail, provided that the content of same does not violate the Library's policy as it relates to Unacceptable Use (above).

DOWNLOADING

Patrons may download to pre-formatted disks. They may provide their own or purchase them from the Library.

The Library is not responsible for any loss or damage to personal disks or data as a result of downloading.

Software downloaded from the Internet may contain viruses. The Library is not responsible for damage to a patron's computer equipment due to viruses.

PRIVACY LIMITATIONS

Privacy cannot be guaranteed for any patron using the Internet due to the proximity of other patrons and the security limitations of electronic files.

WHILE RESPECTING INDIVIDUAL USERS' RIGHTS TO PRIVACY, THE LIBRARY STAFF RESERVES THE RIGHT TO MONITOR USE OF THE COMPUTER WORKSTATIONS TO INSURE COMPLIANCE WITH THIS POLICY.

Last revised 02/17/15