
POLICY & PROCEDURE MANUAL

GOODLAND & GRANT TOWNSHIP PUBLIC LIBRARY

SECTION 4, COMPUTERS/INTERNET USAGE

4.0 INTRODUCTION The Library provides computers which allow access to a variety of electronic resources, including office software, children's games, research resources, the Internet, and the Goodland & Grant Township Public Library's library catalog, Koha.

4.1 FACILITIES The Library will be supplied with computers, software, and peripheral equipment necessary for the efficient functioning of the Library.

A computer system will be provided for Patron usage to include, but not be limited to:

1. High-speed (T-1 or equivalent) Internet connection lines
2. Modern computers with adequate memory, processor speed, and high-resolution monitors
3. Software for word processing, database, spreadsheet, graphics, educational, and amusement applications
4. Laser and color printing
5. High resolution scanning
6. Work stations with adequate lighting, privacy, work space, and environment
7. Headphones

4.1.2 Personal Equipment Wireless internet access is available. Patrons are welcome to use their personal laptops and other personal computing devices in the library.

Patrons may connect personal equipment to the wireless network only. If necessary, patrons may plug their devices into the Library's electrical power source so long as they do not pose a safety hazard to other patrons or staff.

Patron must provide their own wireless network cards that are compatible with 802.11g standard.

Technical support is not available for personal equipment.

Patrons need to be aware that wireless networks are inherently insecure and it is strongly recommended that they secure their personal laptops and other personal computing devices.

All patrons using the Internet, wired or wireless are subject to the terms of the library's Internet Use Policy.

4.2 GENERAL REQUIREMENTS

4.2.1 Indebtedness to Library: Library members who have outstanding debts due the Library may be denied usage of the computers, at the sole discretion of the Library Director.

4.2.2 Age Requirement for Computer Usage: Children under the age of three may not use the computers, under any circumstance without the approval of the Library Director on each specific instance of usage.

Children from the age of three, but not yet seven, may use the computers only in the immediate presence and supervision of a parent, guardian, or related adult, who must be approved by the Library Director on each specific instance of usage.

Children from the age of seven, but not yet 18, may use the computers without adult supervision. However, written parent/guardian permission shall be required for Internet access or view materials on the Internet. Parents of minors should be aware of the existence of material which they might consider inappropriate for their children and should educate their children to be responsible Internet users.

Persons of age 18 and above may use the computers and Internet access without parental permission. However, if parents or guardians of persons under the age of 18, state in writing, that they do not wish their children to have Internet access, their request will be honored. Parents or guardians need to write and sign a short letter to the library stating that they do not wish for their child to use the internet. The Library Director will be obliged to honor such requests.

4.3 COMPUTER ACCESS Before beginning a computing session, the user must enter their name and all other information required by the current version of the Sign-in log, presented as Exhibit 1.

A staff member will assign the user to a specific computer. The user must use the assigned computer only.

A staff member will record the starting time of the session, when the user is assigned to an available computer.

4.4 COMPUTER USAGE RULES – GENERAL

Goodland & Grant Township Public Library has the right to set and enforce rules concerning the use of the Internet and to change those rules at any time, without notice. All users, regardless of age, are expected to obey by the following rules. In the event of rule violations, the Library Director is authorized to revoke the computer use privileges of the offender for periods of up to one month, at his/her sole discretion. The Board of Trustees must approve permanent revocation of computer use privileges.

4.4.1 Time Limitations Individual computer sessions are limited to one hour. Users are limited to a total of two hours of computer usage per day. If, after one hour session is complete, and no one is waiting for the computer, the Library Director or designee may allow the session to continue, until the daily limit is reached.

4.4.2 Hardware Damage Users are responsible for damage to hardware due to misuse or abuse and will be charged for the full cost of repair or replacement of damaged hardware.

4.5 COMPUTER USEAGE RULES

4.5.1 Personal Behavior: All user are required to conduct themselves in a civil manner that is considerate of other Patrons of the Library.

4.5.2 Software/System Software: Users may not add, modify, or delete any software programs. Users may not modify the computer operating system in any way.

4.5.3 Data Storage: Users may not store any personal data on the computer. Patrons are responsible for providing their own storage media. Users may use their own flash drives, or CD/DVD-R. Users may not use password protection for any information on the computer system.

4.5.4 Computer Assignment: Users must use only the specific computer assigned to them by the Front Desk attendant. Users must remain seated at the computer assigned to them.

4.5.5 Some material on the Internet is sexually-oriented, abusive, profane, or illegal. Accessing these materials from library computers is prohibited and inappropriate. Examples of inappropriate conduct include but are not limited to:

- use of the Internet for illegal purposes
- use of the Internet to send or display sexually explicit or sexually suggestive materials
- use of the Internet to send unsolicited spam or commercial material
- engaging in harassing behavior such as sending or posting slanderous, patently offensive messages, or sexual, threatening
- activities that could interfere with or disrupt computer users, services, or equipment

4.5.6 Copyright restrictions and licensing agreements may not be violated. All communications and information accessible via the Internet should be assumed to be private property.

4.6 PRIVACY/CONFIDENTIALITY

The library cannot guarantee the confidentiality of personal information transmitted over the Internet. Users should closely guard personal information, passwords, credit card numbers, and other types of authorizations when using the Internet. Parents should instruct their children to NEVER give out personal information (name, phone number, address, etc.) online.