

Osgood Public Library ~  
Milan Branch Library  
Computer and Internet Acceptable Use Policy

The Library is committed to providing technology tools and information in a variety of formats to meet the needs of the community. The Internet can be a valuable tool for information and recreation; however, it is a tool that should be used wisely. Users should be aware the Internet is a vast network of computers with constantly changing content. Many sites contain valuable and timely information; however, other sites may contain material that is inaccurate, defamatory, illegal or offensive to some people. Those using the Internet must learn how to determine the validity of information found online.

### **Access by Minors**

#### **The Library adheres to the tenets of the Federal Children's Internet Protection Act (CIPA).**

CIPA requires filtering of all computers in the Library to protect against visual depictions of obscenity, child pornography, and materials harmful to minors. While the Osgood Public Library attempts through filtering software to prevent direct access to materials that would not be generally acceptable in a public library, it is technically impossible to prevent access to all objectionable resources. Furthermore, it is the responsibility of parents and guardians to monitor and guide their own children in the use of the Internet.

Parents/guardians should stress safety issues to minors in the use of the Internet, electronic mail and other forms of direct electronic communications. As a safety measure, parents/guardians should instruct minors never to give out personal information on the Internet. This includes name, home address, school address, or list of daily activities.

The Library also encourages parents/guardians and minors to keep in mind the following safety guidelines:

1. Never arrange a face-to-face meeting with someone without parents' or guardians' approval.
2. Never respond to messages that are threatening, obscene or make one uncomfortable.
3. Remember that people online may not be who they say they are and that not everything read online is true.

The Library strongly encourages parents/guardians to discuss the above safety guidelines with their children to ensure they have a positive online experience.

Children under the age of 10 must have a parent or adult caregiver stay with them while using the Internet.

### **Unacceptable Use of Library Computers**

Unacceptable use includes, but is not limited to, the following:

- access, transmit, upload, download, or distribute material or language that is pornographic, abusive, sexually explicit, obscene, harmful to minors, or otherwise inappropriate for a public library setting;
- engage in any illegal activities or illegal downloading on the Internet;
- vandalize, damage, or disable the property of another individual or organization;
- violate copyright or otherwise use intellectual property of another individual or organization without permission;

- engage in hacking or attempts to otherwise compromise any computer or network system;
- Harass, cyberbully, libel or slander;
- use electronic mail and other forms of non-chat electronic communications for purposes not appropriate in a public library setting; and
- use chat rooms.

Patrons using the Library's wireless network or a circulating technology item must also comply with the Library's Computer and Internet Acceptable Use Policy.

Violations may result in loss of computer access or Library privileges. Unlawful activities will be dealt with in an appropriate manner.

- General guidelines for violations of appropriate use are as follows:
- First offense: warning;
- Second offense: 30-day suspension of computer privileges; This will be reviewed by the Director.
- Third offense: 90 day minimum suspension of computer privileges. The length of the suspension will be determined by the Library Director and /or the Library Board. The offender will be notified of the length of the suspension.

At the discretion of Library staff, computer privileges may be immediately revoked if the situation warrants this action.

### **Filtering of Library Computers**

All Library computers are filtered. An authorized Library staff member may disable the filtering software for adult use which enables access for bona fide research or other lawful purpose. This request must be submitted in writing and will be fulfilled within two business days. The Children's Internet Protection Act does not allow for the disabling of the filtering software for minors under any circumstance.

### **Notice to Users of the Library Computers**

Users of the Library computers are hereby notified that all communications may be monitored by the Library Staff. The Library reserves the right to deny access to the computers by individuals who may send or receive sexually graphic communications or engage in the transmission of any message or documents which would violate State and Federal Law. Users of the Library computers will be deemed to have waived any rights to privacy in the use of the computers. The Library shall have the discretion to determine whether any communications violate the terms of this policy.

### **Disclaimers**

While the Osgood Public Library endeavors to provide access to information of the highest quality, the Library specifically disclaims any warrant as to the accuracy, nature, or quality of information gathered through library-provided Internet access.

The Library will have no liability for direct, indirect or consequential damages related to the use of information accessed through the Library's Internet service.

The Library is not responsible for damage to users' storage media or computers or for any loss of data, damage, or liability that may occur from the use of the Library's computers or Internet service.

Files left on computer hard drives can be read by anyone. It is the user's responsibility to ensure private files are not saved to library computers.

Staff will be available to answer questions, but patrons are expected to search independently. Library staff will not help patrons fill out forms or work on websites which require staff to enter personal, financial, legal, or employment information for the patron. The Library is not responsible for misdirection provided by Library staff.

### **Computer Time Limits**

Patrons are limited to 90 minutes of computer use per day. Extensions will only be granted for special circumstances such as job searching, online classes/testing, or verified educational needs. Patrons should prioritize their computer use. It is not appropriate to use the computer for recreational purposes and then request extensions based on special circumstances such as educational needs.

Time limits, including extensions and reductions, are at the discretion of library staff.

Children's non-Internet computers are limited to ½ hour per day of use.

### **Patron Access**

- Loitering in the computer area is not permitted. Only those assigned to a computer are permitted to sit/stand in the computer areas with the following exceptions:
  - Children requiring parental supervision;
  - Parents accompanied by young children;
  - Individuals accompanied by caregivers or tutors or those requiring special assistance;
  - Other special circumstances may be allowed at the discretion of library staff.

Patrons are not permitted to use anyone's Library card/account other than their own to access computers.

Patrons are expected to help maintain a quiet, orderly atmosphere in the library.

Crying babies and unruly children should be taken elsewhere until they can be less disruptive. Parents must monitor the activity and safety of their children;

Conversation should be kept to a minimum both in volume and length;

Music and other media may be listened to with headphones. However, patrons are expected to keep the volume level low enough so those around them are not disturbed.

### **Printing**

Patrons must use library supplied paper. Patrons may not bring in special paper or forms for use on library printers.

Printing fees are assessed per side at a fee of black/white: 10 cents; color: 25 cents. A duplexed page will be counted as two pages. Users must prepay for all pages printed. Ask a staff member how to limit print jobs in order to avoid excess cost. It is the patron's responsibility to preview print jobs in order to minimize the number of printed pages.

Adopted by the Board of Trustees of the Osgood Public Library: May 22, 2007

Reviewed/Updated: August 28, 2007, October 27, 2009, September 28, 2010, August 23, 2011, May 29, 2012, June 25, 2013, November 26, 2013, May 27, 2014, July 28, 2015, July 26, 2016, Sept 26, 2017

