Johnson Creek Public Library
Public Access Computer and Internet Acceptable Use Policy

Provision of computer services, including Internet access, is done in accordance with the Johnson Creek Public Library's mission

> "...to provide quality materials and services which fulfill educational, informational, cultural, and recreational needs of all citizens in the village of Johnson Creek and the surrounding area..."

All public access computers can access the Internet. Therefore, all users of the public access computers have access to this tool and must have permission to use it. Use of the Internet is a privilege, not a right, and inappropriate use will result in a cancellation of this privilege. All users of electronic information resources such as the Internet are expected to use these resources in a responsible manner, consistent with the educational and informational purposes for which they are provided and to follow these policies and regulations.

Requirements to Use the Public Access Internet Computers
A current library card from a Bridges Library System member library or a valid ID is required to use the public access Internet computers. Adult library card holders are automatically granted permission to use the internet. Minors (under the age of 18) must have permission from their legal guardians to use the public access Internet computers, as denoted with a "YES" in the "Internet Yes/No" field in their registration. Authorized library card holders may log into the public access Internet computers using the barcode on their card. Library staff cannot retrieve card numbers for patrons who have forgotten their card. Library cards that are barred are not valid and patrons must take care of the condition that bars the card prior to using the Internet computers. Non-library card holders must present their ID at the circulation desk before being allowed to use the public access Internet computers.

Use of Public Access Internet Computers
The Johnson Creek Public Library is responsible *only* for the information on its home page. Please keep the below information in mind when making the decision for you or your child to have Internet access. The library expects that all use of electronic information resources such as the Internet will be responsible and ethical, consistent with the purpose for which these resources are provided. This includes:

1. Library users have the right to confidentiality and privacy. However, if the library staff has reason to believe that a user is not using the library's public access Internet computers responsibly, they may review files and communications to maintain system integrity and ensure adherence to policy. Users should not expect the files to always be private. Additionally, users should be aware that the Internet may not be a secure

medium for the transmission of personal information, such as name, address, or credit card number. Johnson Creek Public Library assumes no responsibility for any damages, direct or indirect, arising from the use of its on-line resources.

2. The library's public access Internet computers contrast from personal computers in that they are used by many different people throughout the day. To guard against unintentional abuse, our public access Internet computers contain software that limits some functionality found on personal computers as well as clears all recent changes and data upon logging off.

3. Using resources for educational, informational and recreational purposes only: not for unauthorized, illegal, or unethical purposes.

4. Computer users are expected to respect the privacy of others by not misrepresenting oneself as another user. Users agree to not attempt to modify or gain access to files, passwords, or data belonging to others; not seek unauthorized access to any computer system; not damage or alter software or hardware components of any network or database; and not make unauthorized changes to the setup or configuration of the software or hardware.

5. Further respecting the privacy of others using public access Internet computers at the library by not interfering with their use. Only one user is allowed at a computer at a time unless the library staff allows it.

6. Not sending, receiving, or displaying text or graphics which may reasonably be construed as offensive. Abstaining from the display of threatening, harassing, or abusive language or images.

7. Computer users may only save on to personal removable media. Material saved onto local or networked storage will be lost upon logging off the computer.

8. Computer users will not deliberately propagate computer viruses and malware. Customers who maliciously introduce a virus or other malware to the Johnson Creek Public Library's system will be responsible for all charges to fix the damages. Although the library routinely scans for computer viruses, this will not completely protect from the possibility of getting a virus. Library users who utilize portable storage devices on both a library computer and home public access Internet computers should have their own virus-checking software. The library is not responsible for damage to a person's personal removable media or computer, or for loss or corruption of any data that may occur from patron use of the library's public access Internet computers or wireless network.

Library's Rights Reserved

Violation of this policy may result in loss of Internet and/or library privileges. The Library reserves the right to:

- Terminate a user's session, without notice.
- To limit the amount of computer time at any one sitting.
- To erase any and all users' files stored on library equipment, without notice.
- To deny or limit access to computer operating systems.
- To deny or revoke Internet or library privileges for a specified amount of time.

Illegal uses of public access Internet computers may also be subject to prosecution by local, state and/or federal authorities.

Responsibilities of Users

The Johnson Creek Public Library does not routinely monitor and has no control over the information accessed through the Internet and cannot be held responsible for its content. Selection policies, which serve to govern a library's purchase of written materials, may not apply to material accessed electronically. As with other library materials, it is the responsibility of the parent or legal guardian to determine and monitor their children's use of library materials and resources. A parent or legal guardian must grant permission, in writing on the application form, for minors under the age of 18 to use the internet. This has to be done in the library; minors cannot take the form home and bring it back later.

Library staff will assist patrons with computer use as time permits, but may not be familiar with every application that a person might wish to use. It is not possible for library staff to offer extensive explanations about the Internet or personal computer use or provide in-depth training. Time permitting, staff will attempt to answer specific questions about the Internet and offer suggestions for effective searching. Information about Internet training opportunities and Internet training books and manuals may be obtained at the library.

Use of the public access Internet computers is limited to one hour per day during regular library hours. If there are computers available or no one wishes to use the computer at the end of the user's session, the customer may request to use the computer for additional time which will be added at the discretion of the library staff. Public access Internet computers will be turned off automatically **5** minutes before closing.

Printing

Customers will be charged for the use of the printer. All printing must be in the process or completed 10 minutes before library closing. Follow the printing procedures posted next to the computers. Prices can be found in the "Fines and Fees" policy.

INTERNET POLICIES AND LAWS

Copyright

U.S. Copyright law (Title 17, U.S. Code) prohibits the unauthorized reproduction or distribution copyrighted materials, except as permitted by the principles of "fair use." Users may not copyright or distribute electronic materials (including electronic mail, text, images, programs or data), without the explicit permission of the copyright holder. Any responsibility for any consequences of copyright infringement lies with the user. The Johnson Creek Public Library expressly disclaims any liability or responsibility resulting from such use.

National Center for Missing and Exploited Children

Parents should discuss appropriate Internet use with their children, and monitor their Internet use. Every family may want to read "My Rules for Online Safety," as published by the National Center for Missing and Exploited Children.

Johnson Creek Public Library Board of Trustees
  Approved: November 28, 2018
  Revised: May 20, 2009
  Revised: April 15, 2009
  Revised: December 5, 2007
  Revised: March 17, 2004
  Revised: November 12, 2003
  Revised: September 18, 2003
  Revised: October 16, 2002
  Revised: October 10, 2000
  Revised: September 11, 1998