

POLICY

Category: Services

Number: D.05

Title: **Internet Acceptable Use Policy**

Effective Date: **December 1, 2018**

Authorized By: CFL Board of Trustees

Last Revision: February 3, 2018; July 7, 2012; August 2, 2007; June 16, 2004;
December 17, 2003; August 28, 2003; November 1, 2001; June 27, 2001;
April 27, 2000; March 26, 1998; September 25, 1997

References: ALA Access to Electronic Information, Services, and Networks

The Cudahy Family Library provides public access to the Internet on designated computer equipment in the Library and offers wireless access to its Internet service to patrons in the Library with personal computer equipment. The Internet, available through a graphical World Wide Web browser, is a global entity which offers access to a variety of local, national, and international sources of information. Not all sources on the Internet provide accurate, complete, or current information, and some of the materials may be offensive, disturbing, or illegal.

The Cudahy Family Library does not monitor and has no control over the information accessed through the Internet and cannot be held responsible for its content. The Library shall not have the liability for any direct, indirect, or consequential damages arising from the use of information found on the Internet, or any communications sent through the Library's computer equipment or patrons' personal computer equipment, or issues concerning confidentiality of information on any computer equipment used in the facility. The Library is also not responsible for equipment malfunction, loss of data, any damages to the user's property, or data or electronic transactions of any type which are related to the public use of the Library's computer equipment. As with other library materials, restriction of a minor's access to the Internet is the responsibility of the parent/legal guardian.

All users of the Internet are expected to use this Library resource in a responsible and courteous way, consistent with the purposes for which it is provided, and to follow the principles of use established in this policy, the Public Use Computer Policy, and in the Wireless Internet Access Policy. Due to the evolving nature of the Internet, the Library's policies on this service are subject to change without notice and at the Library's discretion.

Violations of the Library's policies may result in suspension or loss of the privilege to use this resource. Any use of the Internet which violates federal, state, or local laws is prohibited on both Library and patron computer equipment and will be reported to the appropriate authorities. Examples of illegal activities include but are not limited to fraud, defrauding or harassing others, displaying or distributing child pornography or other obscene materials, libeling or slandering other persons, and sending "spam" e-mail to recipients who have not given explicit permission for the message to be sent.

Principles of Use

1. The Internet shall be used for educational, informational, and recreational purposes only. Unauthorized, illegal, offensive, or unethical use of the Library's computer equipment will not be allowed, including text or graphics which may be reasonably construed by the Library Staff as offensive to the public.
2. Reference Staff will assist as they are able in helping patrons with the use of the Internet and will refer patrons to appropriate books, online tutorials, or classes for further assistance. When assisting patrons with Internet resources, staff will not enter personal information for patrons.
3. Daily access to the Internet on the Library's computer equipment is for a two hour session. Sessions may be extended for an additional 30 minutes in the Computer Lab if there are open workstations available. Patrons using their own personal computer equipment may access the Internet at any time during the Library's hours of operation.
4. Children under the age of 18 should have parental permission to use the Internet. The Cudahy Family Library assumes no responsibility for the use of the Internet by children.
5. Patrons may bring their own storage media to upload files, but the Library is not responsible for any damage to the media or loss of data. Media left in the computer lab will be kept at the reference desk for 7 days. Unclaimed media will be discarded after the seven day period.
6. Users must not reboot or reset the Library's computer equipment; make any attempt to damage, modify, or alter the Library's equipment, software configurations or data; and may not install or download any software to or from the Library's equipment.
7. Users must not attempt to crash, degrade performance, or gain unauthorized access to the Library's computer systems and networks.
8. Users must conform with the U. S. copyright law (Title 17, U. S. Code) which prohibits the unauthorized reproduction or distribution of copyrighted materials, except as permitted by the principles of "fair use." Responsibility for consequences of copyright infringement lies with the user.
9. Users must respect the privacy of others and must not misrepresent themselves as another user nor attempt to modify or gain access to files, passwords, or data belonging to others. Users may not use another individual's library card to use a computer.
10. Users who have difficulties with the Library computer equipment must alert the Reference Staff for assistance.

11. It is recommended that one person at a time use a computer workstation. Exceptions to this rule are parents with small children and individuals who have difficulty using the computers. Multiple users at a workstation during peak periods will have to check with the reference staff for seating arrangements. At the end of the time limit for their usage, patrons must relinquish the workstations.
12. There will be a charge of 10 cents per page for black-and-white copies and a 50-cents-per-page charge for color copies printed off the Internet. The Library has a pay-for-print system to handle print charges assessed before the print is made. Payment can be made with coin, paper money, or credit/debit card. Credit/debit card payments will be assessed a processing fee. All printing must be started 15 minutes prior to the end of the patron's session.
13. The Library Staff may periodically monitor the use of the Internet without notice and has the right to cancel or interrupt use at any time. Violations and inappropriate use of the Internet may result in a loss of access.
14. The Library does not provide e-mail accounts to users; however, patrons may register for or access their Web-based accounts through the Library's terminals.