

Lincoln Township Public Library Computer Use and Internet Access Policy

All Library patrons must formally acknowledge acceptance of the terms of the Library's computer use policy before beginning each computer session. It is up to a parent and/or guardian of a child 17 years or younger to explain this policy to their children if necessary and to assume responsibility for the child should a conflict involving computer use at the Library arise.

Access to the public computers is available to all patrons visiting the Lincoln Township Public Library.

All patrons who are at least six year old and, based on residence, are eligible for membership at Lincoln Township Public Library must use the barcode number from a valid Library card to sign in to a computer. Library staff cannot give out a patron's barcode number, either to the owner of that account or to any other computer user. One day guest passes are available to patrons who do not live in Michigan or are otherwise not eligible for a card. To obtain a guest pass, patrons at least 13 years old must show a valid ID to a staff member. A "valid ID" includes a driver's license, government issued identification card, or a school issued identification card. A valid ID from a parent or guardian may substitute for patrons 12 and under for getting a guest pass. Only one computer may be logged into at a time with one unique barcode or guest pass number; in other words, patrons may not use their card to log other patrons onto a computer.

Patrons at least 13 years old must use the computers in the adult section, while children 12 years old and younger must use the children's area. In rare circumstances, at the discretion of Library staff, a guest pass may be used to log a child into an adult computer and vice versa, or to log a child five years or younger onto a children's computer. In this situation, the child using the computer must be accompanied by an adult 18 years or older at all times. Any patron having overdue fines and/or lost material charges of \$5.00 or more may not use the computers until their fine has been paid down to \$4.99 or less.

Use of the computers is on a first-come, first-serve basis. Each user is allowed up to 60 minutes per session (or can stay on the computers until they shut down for the day, if patron logs in less than 60 minutes before the computers shut off). Time may be extended every 30 minutes, as long as there is not a waiting list for the computers and there are no prior reservations either for Library programming or from other patrons, for a maximum of eight hours per day. Use on an individual computer is limited to a maximum of two persons at a time with only the designated user accessing the computer. Patrons may reserve up to 60 minutes per day of computer time up to one week in advance, on a first-come, first-serve basis. Prior reservations take precedence over current users, while computer use for Library programming takes precedence over all patron use.

Patrons may not have food or uncovered drinks near the computers, nor talk on their phones while in the computer area. The Library has designed areas for these activities. Staff may, at their discretion, warn and/or remove patrons who are violating the Library's food, drink, or phone policy, or are otherwise being disruptive.

Users shall assume the responsibility of learning to use the equipment and resources. As time permits, staff will assist Library users in getting started on the Internet and other software,

try to answer specific questions about the Internet and software, and offer suggestions for effective Internet searching. Library staff cannot offer patrons advice related to other professional fields including, but not limited to, legal, financial, medical, or personal advice. Use of a flash drive to upload or download files is permissible. The Library is not responsible for any damage that might occur to a patron's personal device and cannot guarantee, due to manufacturers' variations, that all flash drives will work with Library workstations.

Public computers print to a central printing system, with one printer in both the adult and the children's area. Printouts are 10 cents per black and white page and 25 cents per color page. Patrons must pay an available staff member with cash or check for all pages before receiving their print jobs. Staff will not add charges to the patrons' account in place of cash or check payment. Patrons are responsible for picking up their print jobs; the Library is not responsible should a patron walk off with someone else's pages.

Library computer hardware and software is not to be used for (but not limited to) fraud, gambling, viewing pornography, or any unlawful purposes. Tampering with or altering the software or hardware is not permitted.

Improper use of computer hardware or display of obscene or offensive material will result in the suspension of a computer user's time and may result in the long-term suspension of computer privileges.

All computers are filtered. Filtering does not block all offensive content and may block content that has educational value. Patrons can request a review of an individual blocked website, with a determination to be made by appropriate Library staff.

The Internet offers access to a wealth of information that can be personally, professionally, and culturally enriching. The Internet is a vast and unregulated information network. Because of this and the fact that access points on the Internet can and do change, the Library cannot protect individuals from information and images they might find offensive and disturbing. Due to ever changing information available on the Internet, the Library cannot assume responsibility for the accuracy, quality, or currency of Internet information. The determination of viability and usefulness of Internet information rests solely with the patron.

All users of the Internet are expected to use this resource in a responsible manner. The following are unacceptable uses of the Library computers and the Internet:

1. Misrepresenting oneself as another user, attempting to modify or gain access to file passwords or data belonging to others, or attempting to access other computer systems, networks, and sites.
2. Altering or damaging software or data residing on the Internet.
3. Downloading or transmitting a "worm", "virus", or other harmful forms of programming or vandalism.
4. Transmitting threatening, harassing, or abusive language and/or images.
5. Violating confidentiality of information, including but not limited to the Michigan Privacy Act, Public Act 455 of 1982.
6. Downloading or transmitting trade secret information or copyright materials.
7. Viewing and/or attempting to view material being used by others and disregarding the privacy of other Library users.
8. Using the Internet to display or disseminate sexually explicit or sexually suggestive (obscene/pornographic) material is strictly prohibited. Violators will be removed from the Library building and have their Library privileges revoked indefinitely.

Violation of the policies and regulations that govern the use of the Library's computer and Internet resources will result in suspension or loss of the privilege to use these resources for a period of time to be determined by the Library Board and/or Director. Further, illegal activity involving the Library's Internet resources will be subject to prosecution by the appropriate authorities.

Please contact Director Mary Hill for more information:

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