

## **COMPUTER AND INTERNET USE**

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.

Patrons with a valid Lincoln Township Public Library card are encouraged to sign in to a computer with their library barcode. For all others, a day guest pass may be obtained. To obtain a guest pass, patrons at least 13 years old must show a valid ID to a staff member. A valid photo ID includes a state driver's license, government issued ID, or school ID. Guest passes to patrons under 18 with no ID will be issued at staff discretion.

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.

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 60 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.

Staff may, at their discretion, warn and/or remove patrons who are violating the Library's food, drink, or phone policy, or are otherwise not in compliance with Patron Standards of Behavior.

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 questions about the Internet and software, and offer suggestions for effective Internet searching.

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. 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.

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.