PARK FOREST PUBLIC LIBRARY
POLICY XIX

Internet Use Policy and Procedures

The library has no control over the information accessed through the Internet and cannot be held responsible for its content. As with other library materials, parents and legal guardians who are concerned about their children's use of the Internet should provide guidance to and supervision of their children. The library staff shall develop such rules and procedures as are necessary to ensure the fair and reasonable use of Internet resources.

1.   Library users must be aware that the Park Forest Public Library does not exercise control over information obtained via the Internet and must keep in mind the following points when evaluating information obtained via the Internet:

   a) Information obtained via the Internet may or may not be reliable and may or may not be obtained from a reliable source.

   b) Information obtained via the Internet may or may not be current and up-to-date.

   c) Information obtained via the Internet may have been designed to defraud consumers or mislead voters.

   d) Information sent in any form may not remain private.

   e) Links to information on the Internet may not always be valid, and particular information sites on the Internet may sometimes be unavailable and this unavailability often occurs unpredictably.

   f) Files downloaded from the Internet may contain viruses which may damage or destroy any computer into which they are put (including ours or yours). This would include any messages or emails sent from the infected computer. The Library does have virus protection software and a firewall to protect public computers. The wireless network is unsecured. You are responsible for maintaining virus protection software on your personal computer or device.

2.   The Park Forest Public Library urges patrons to be informed consumers and carefully evaluate information obtained via the Internet. Library staff may be available to assist patrons in making judgments about the reliability or timeliness of certain types of Internet information sources, but are unable to provide definitive analysis of particular sources due to the extremely large variety and volume of information available via the Internet.

3.   The Park Forest Public Library is not responsible for damages, indirect or direct, arising from a library patron's use of Internet resources.

4.   Use of the Internet is a privilege, not a right, and inappropriate use will result in suspension or cancellation of this privilege. Examples of inappropriate use include, but are not limited to, the following:

   a) Violation of computer system integrity.
   b) Unauthorized tampering with computer hardware or software.
   c) Violation of software license agreements and copyright laws.
   d) Violation of another user's privacy.
   e) Use of sounds or visuals which might be disruptive to others.
   f) Using this access to annoy others or tarnish the library's reputation.
   g) Improper use of social networking sites.

5.   Illegal acts involving library computing resources may also be subject to prosecution by local, state, or federal authorities.

6.   Library staff will help patrons locate books, periodicals, videos and other applications available on the computer, but cannot offer extensive instruction.

7.   The signature on an Internet Use Policy Registration form is legally binding and indicates that the party who signed has read the terms and conditions of this policy and understands their significance. Children under age 18 <u>MUST</u> have the signature of a parent/guardian on the form if the child uses the internet without direct parental supervision. If a child will always be under direct parent/guardian supervision, no registration is required. The supervising adult must have a valid library card.

INTERNET TERMS OF USE

The Park Forest Public Library reserves the right to change the Internet Terms of Use to conform with safety requirements, especially in times of a pandemic. These restrictions include time limits and a reservation system. When posted, only Park Forest Public Library cardholders will be permitted to sign up for a time slot, once per week, in which to use the computer. Reservations may be made the week prior. All other posted requirements must be met in order to use the computers.

1.   Adults signify their understanding and acceptance of these Terms of Use by clicking **Agree** when logging on to a computer. Patrons must log on to the Internet computers with their own library card number only**.** Patrons may be asked to provide identification, which includes proof of age.

2.   Patrons who are under the age of 18 and wish to use the Internet without direct parent/guardian supervision must complete the Internet Registration form, and have their parent/guardian sign the form in the presence of a library staff member. The parent/guardian must present–acceptable proof of identification. Acceptable proof of identification includes a library card or identification acceptable for obtaining a library card.

3.   Only one person is allowed per computer, unless special permission is granted by the Library staff.

4.   The library's Internet access is intended primarily as an information resource. The library does not allow patrons to download anything to our hard drives, change settings on the workstations, or damage equipment.

5.   Viewing disturbing or offensive materials is prohibited. Patrons should avoid graphics or sounds which could disturb or offend other library users. Those who inadvertently access such material are expected to click the BACK button to retreat from it immediately, or risk losing their Internet privileges. Personal head sets are permitted, if the volume is kept low enough so nearby patrons are not disturbed.

6.   The library permits data to be downloaded and stored only to a flash drive. Patrons may use their own flash drives or personal email accounts for data storage. The printing cost is $.10 per page for black and white and $.50 per page for color.

7.   Patrons may use flash drives for opening and saving files. Patrons may not run or install programs from flash drives or any outside electronic devices.

8.   Users must log out when finished with the computer. If a user runs out of time, the computer will automatically be logged out. The library reserves the right to limit computer use when others are waiting.

9**.**   Internet users agree to comply with the Internet Policy and Procedures of the Park Forest Public Library. Non-compliance may result in the loss of Internet privileges.

INTERNET USE POLICY

1.   Staff and Volunteers who are required to use the Internet in the library as part of their work assignment are expected to familiarize themselves with the library's Public Internet Policy and Procedures and follow these guidelines for acceptable use.

2.   Staff members and volunteers are expected to limit their use of the Internet to work-related usage on work time. Supervisors may choose to permit staff members to practice Internet skills by exploring the Web when this does not interfere with assigned library duties. Staff who wish to use the Internet recreationally are welcome to do so at the public Internet access workstations when off-duty.

3.   The Library Director shall authorize e-mail accounts to staff members responsible for conducting library business through e-mail correspondence. The library retains the right to monitor the library's e-mail accounts if necessary.

4.   For computer security and confidentiality reasons, staff should not allow members of the public (aside from registered volunteers on assignments) to use staff computers.

5.   Failure to comply with the provisions of this policy may warrant disciplinary action up to and including dismissal.