DeKalb Public Library Public Internet Policy

Quick checklist of rules;
1. **Do not give your log-in number to anyone.**
2. **Ninety minutes per day.**
3. **Printing costs 10 cents a page for black and white and 50 cents a page for color.**
4. **Do not use anyone else's log-in number.**
5. **Internet computers shut down 15 minutes before closing.**

Public Computers

The DeKalb Public Library provides public computers and *Office* software for both adults and children to use. Patron accounts with over $5.00 in charges will be blocked from Internet usage. Non-residents (those with library cards that do not start with 22065) will be charged $5.00 a year to use the Internet. If patrons wish to print, there is a $ 0.10 charge per page for black and white copies, and $ 0.50 charge per page for color copies.

The Library is not responsible for a patron's lost data, damaged disks or portable memory devices.

Access to Internet and Electronic Networks

All residents of the City of DeKalb must have a DeKalb Public Library card to use the Internet. Non-residents must pay $5.00 a year. Non –resident taxpayers must get a DeKalb Public Library card (no charge to them since they are already paying library fees). Juveniles must get a library card as well. The parent/guardian can decline Internet use. Guest passes are available at no charge for visitors to the library. There will be 5 uses per calendar year. Guests must show a photo ID to receive a pass.

Libraries make it possible for citizens to have access to the information they need to make informed decisions. Every library user benefits from expanded access to information beyond the four walls of a single library building.

The DeKalb Public Library uses electronic information networks such as the Internet for a variety of purposes:
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- Access to the wealth of information resources available via the Internet.
- Access to general and specialized shared licensed databases.

Traditionally, the DeKalb Public Library has made information available in a variety of formats. Integrating electronic resources from outside networks with the Library's current collection broadens the spectrum of information, ideas, images, and commentary

available, and shows what the electronic information age can bring from around the globe to all citizens to DeKalb, regardless of education, occupation, or age.

External Networks

The policy for Access to Internet/Electronic Information Networks is part of the Library's overall policy structure and should be interpreted in conjunction with other existing policies. Patrons of the DeKalb Public Library who use networks not owned by the Library will adhere to the policies and procedures established by the administration of these networks and facilities.

Public Computers

A public computer (or public access computer) is any of various computers available in public areas. Some places where public computers may be available are libraries, schools, or facilities run by government.
Public computers share similar hardware and software components to personal computers. However, the role and function of a public access computer is entirely diffent. A public access computer is used by many different individuals throughout the course of the day. The computer must be locked down and secure against both intentional and unintentional abuse. Users typically don't have authority to install software or change settings. A personal computer, in contrast, is typically used by a single user, who can customize the machine's behavior to their preferences.

Library Patron's Rights

- Library patrons have the right to equitable access to electronic information networks.
- Library patrons have the right to access and read all Library service policies and to discuss questions with appropriate Library staff.
- Internet users shall not access graphic sexual or violent or illegal material.

Children's Access to Electronic Information Networks

The DeKalb Public Library supports the right of all Library users to access information and will not deny access to electronic information networks based on age. The Library recognizes that electronic information networks such as the Internet may contain material that is inappropriate for children. Parents/guardians are encouraged to discuss with their children issues of appropriate use and electronic information network safety. Parents/guardians are expected to monitor and supervise their children's use of the Internet. Parent/guardians, not the Library or its staff, are responsible for the Internet information selected or accessed by their children. Parents/guardians may restrict their children—***and only their own children***—from access to Internet resources available through the Library. Adults may use the Internet is Youth Services if they are accompanied by children.

Freedom of Access

The freedom to access information is also a responsibility. The Internet enables the Library to provide resources not available within the confines of its own collection. However, the Internet is an unregulated medium. The DeKalb Public Library does not assume responsibility for material accessed on electronic information networks. Internet resources are not subject to the same selection criteria that the Library uses for other materials.

- Information obtained via the Internet may or may not be reliable and may or may not be obtained from a reliable source.
- Information obtained via the Internet may or may not be accurate.
- Information obtained via the Internet may or may not be current and up to date.
- 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.
- Certain information obtained via the Internet may be considered controversial by some Library patrons.

The DeKalb Public Library does not control the information content of the Internet. The library does have filters on some of the computers but Library users are the final selectors in using the Internet and are responsible for their individual choices and decisions.

Staff Assistance and Instructions

The DeKalb Public Library's staff may provide assistance to patrons in the use of electronic information networks as time and staff knowledge permits. **Library staff cannot provide in-depth training concerning Internet computer jargon or usage** except when the Library offers specified Internet classes, and these sessions will be clearly defined.

Acceptable Use

Library computing resources may only be used for legal purposes and should be used in accordance with the ethical standards of the DeKalb Public Library. Examples of unacceptable purposes/activities include, but are not limited to the following:

- Harassment of, libeling, or slandering other users.
- Destruction of, damage to, or unauthorized access and/or alteration of the Library's computer equipment, software, or network security procedures.
- Use of electronic information networks in any way that violates a Federal or State law.
- Use of electronic information networks in any way that violates licensing and payment agreements between the DeKalb Public Library and network/database providers.

- Unauthorized duplication of copyright-protected material or violation of software license agreements.
- Obstruction of other people's work by consuming large amounts of system resources, deliberately crashing any Library system, or otherwise causing degradation of system performance.
- Behaving in a manner that is disruptive to other users, including, but not limited to, overuse of computer equipment that serves to deny access to other users or viewing *or creating* material unacceptable in a public space.

Sanctions

Violations of any aspect of the policies described above will result in the loss of Library privileges. Illegal acts involving Library computing resources may also be subject to prosecution by local, state, or federal authorities.

Adopted December 12, 2012