DeKalb Public Library Computer and Internet Policy

POLICY STATEMENT:

The DeKalb Public Library provides access to a broad range of information sources, including those available through the internet. The Board of Trustees recognizes the importance of the internet as a means of information-sharing and communication.

While the internet can be used for a variety of purposes, the Library actively supports only those functions that relate to its mission and services. With the exception of the Library's website, all of the information found on the internet has been generated outside the Library. Some internet sites may contain inaccurate, incomplete, outdated, unsecured, offensive and/or controversial material. All internet resources accessible through the Library are provided equally to all users, with the understanding that it is the user's responsibility to demonstrate good judgment, respect for others, and appropriate conduct while using Library resources. All rights and responsibilities of internet access pertain both to Library equipment and that owned by users of the Library's network.

The Board of Trustees authorizes the Library Director to establish reasonable procedures governing the use of the Library's computer resources and internet access.

Approved by the DeKalb Public Library Board of Trustees 05/2023

PROCEDURES:

1. All use of the DeKalb Public Library's computer and internet resources, including Wi-Fi on personal devices, is subject to the policy and procedures contained in this document as well as the Library's Code of Conduct.

2. The Library does not guarantee privacy of any internet sessions (whether via Wi-Fi or Library computers), nor is it responsible for the security of information transmitted and received during such sessions. The Library assumes no responsibility for damage, theft, or loss of any kind to personal information, equipment, software, or data files. Patrons are encouraged to not share private personal or financial information using Library computers or Wi-Fi. Staff members may not assist patrons with entering private personal or financial information.

3. The Library reserves the right to monitor computer and internet use to ensure compliance with Library policies, and to classify any action, access, or operation on the internet as inappropriate.

4. Library computers and internet access may not be used to access pornographic, violent, or illegal material, or to commit illegal acts. Patrons who commit illegal acts involving Library computer stations and internet access may be subject to prosecution by local, state, or federal authorities. Indication or evidence of possible illegal activity may be reported to law enforcement authorities by the Library, and such communication may also be used as evidence in any criminal investigations and/or prosecutions. It is the responsibility of the patron to respect copyright laws and software licensing agreements. Library staff will not knowingly assist in the commission of illegal acts.

5. Library computers and internet access may not be used for hacking; bullying; any attempt to degrade or disrupt the computer or system through viruses or other means; any attempt to change software settings, files, or equipment belonging to the Library, other users, external networks, or websites; using another patron's login credentials; or sharing login credentials with other patrons.

6. The Library filters internet access on computers intended for minors, located in the Youth Services and Teen areas, in accordance with federal law. Adults wishing to use filtered internet access may ask to have their usage filtered when registering.

7. The Library supports the right of all patrons to access information and will not deny access to electronic information networks or computer stations based on age. Parents may choose to limit or deny their children's internet access.

8. The Library recognizes that the internet may contain material that is inappropriate for children. Parents and caregivers are expected to monitor and supervise their children's use of the internet, and are responsible for the internet information selected or accessed by their children. Parents and caregivers should also be aware that wireless internet access is unfiltered, and are encouraged to place appropriate controls or restrictions on any personal devices that children may use to access the internet at the Library. Patrons under the age of 18 may not give out personal information on Library computers.

9. DeKalb residents must have a Library card to use Library computers. Non-residents may request a guest pass to access the computers. Patrons who abuse the use of guest passes may be denied their use at staff discretion.

10. Computer sessions ordinarily last 2 hours, and may be extended in 1-hour increments as long as there is no wait to use the machines. If there is a line to use the computers a patron must vacate the computer after two hours of use. They may then register for another session to use when another computer becomes available. The number and length of access sessions available per day, per patron, and reservation procedures on Library equipment may be established or modified by Library staff at their discretion.

11. All Library computers will be shut down 15 minutes before the Library closes. Sessions will not be allowed to extend past this time.

12. Once a session has ended there is no way to retrieve unsaved files or documents, and files cannot be saved to Library computers. Patrons should save their work regularly to a flash drive or to cloud-based storage such as email.

13. Faxing, printing, and copying are free of charge for personal use, with a limit of 100 pages per day for printed or copied items, and 50 pages per day of faxing. Batch printing for non-personal use is not allowed.

14. There is no charge for scanning documents. Patrons may be limited to 30 minutes to use the scanner if another patron is waiting, at staff discretion.

15. Adults may use computers in Youth Services only if they are accompanied by children. Adults may not use computers in the Teen Room.

16. Two patrons may share one computer if they agree to do so and their behavior and conversation do not disturb other patrons or Library staff.

17. Patrons must use headphones when listening to audio or video on the public computers.

18. Video chat services that require two-way conversation are not permitted on the library's computer lab devices. Chromebooks checked out from the Library may be used for such conversations, if available. Patrons using

library Wi-Fi to use video chat services must ensure that their conversations do not disturb other library patrons. The use of a study room for such conversations is encouraged.