

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 Some internet sites may contain inaccurate, incomplete, outdated, unsecured, offensive and/or controversial material.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 compliance with Library policies while using Library resources.

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 06/2026

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 financial information or private personal information such as usernames or passwords.
3. The Library reserves the right to monitor computer and internet use to ensure compliance with Library policies.
4. Library computers and internet access may not be used to (1) access pornographic, violent, or illegal material, (2) upload, download, or transmit copyrighted materials in violation of intellectual property protections, (3) violate any software or other licensing agreements or rules, (4) post or communicate prohibited content including true threats of violence, obscenity, or defamatory content, (5) monitor or attempt to monitor other patron's data or logging network data, or (6) 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. 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 supports the right of all patrons to access information and will not deny access to electronic information networks or computer stations based on age. The Library filters internet access on computers intended for minors, located in the Youth Services and Teen areas, in accordance with the U.S. Children's Internet Protection Act.
7. The Library recognizes that the internet may contain material that some parents and guardians deem inappropriate for children. Parents and caregivers are expected to monitor and supervise their children's use of the internet, and are ultimately 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.
8. Patrons who abuse the use of Library computers may be denied their use at staff discretion.
9. The 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.
10. All Library computers will be shut down 15 minutes before the Library closes. Sessions will not be allowed to extend past this time.
11. 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.
12. 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 commercial use is not allowed.
13. 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.
14. Adults may use computers in Youth Services only if they are accompanied by children. Adults may not use computers in the Teen Room.
15. Two patrons may share one computer if they agree to do so and their behavior do not violate the Code of Conduct or disturb other patrons or Library staff.
16. Patrons using Library computers must contain their belongings to their immediate area, and ensure that they do not encroach upon other computer users' space or inhibit movement through the computer area with their belongings.
17. Food is not allowed near Library computers. Covered drinks are allowed. All spills must be immediately reported to Library staff.
18. Patrons must use headphones when listening to audio or video on the public computers.

19. Video chat services are not permitted on the library's computer lab devices. 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.