



COMPUTER & INTERNET USE POLICY

PURPOSE

The purpose of this policy is to guide the access to public computers and the internet to library patrons. The intent is to provide access that fairly and effectively serves the diverse needs of patrons. Offering free public access to the internet is in accordance with the library's mission statement. With this policy, the library reflects the principles articulated in the Library Bill of Rights, Access to Digital Information, Freedom to Read Statement, and Freedom to View Statement.

PATRON RESPONSIBILITY

The Galena Public Library provides its patrons with free, unfiltered access to the internet via public computers and its wireless network. The library requires patrons using the internet to do so within the guidelines of acceptable use. Unacceptable uses include, but are not limited to:

- a. Hacking;
- b. Fraud;
- c. Use of peer to peer or other file sharing software;
- d. Violation of copyright laws or software licensing agreements;
- e. Accessing illegal sites;
- f. Harassment of other patrons;
- g. Destruction of or damage to equipment, software, or data belonging to the library or other patrons; and
- h. Behaving in a manner that is disruptive to other patrons.

USE OF EQUIPMENT

The library provides computers, laptops, iPads, and video gaming equipment for use in the library. Some equipment is used solely during programs implemented by the library.

- a. Equipment on the main floor is for available for teens and adults (13+)
- b. Equipment in the Historical Room is available for teens and adults (13+)
- c. Equipment in the Children's Library is available for children and adults accompanying children.

Computers are available on a first-come, first-served basis for one-hour increments. Additional time may be requested from library staff. Patrons using computers must provide their own devices for content to be saved. Headphones are available at the circulation desks. Patrons may utilize the library printer for prints. Prints are \$0.25 per sheet of paper.

WIRELESS INTERNET ACCESS

The library provides wireless internet access free of charge in an open, unsecured, and unfiltered network. In using the library's wireless network, patrons agree to the following terms:

- a. Use of the wireless network and any activities conducted online through the service shall not violate any applicable law or regulation, or the policies of the Library;
- b. Agree to comply with all provisions of the Computer & Internet use Policy;
- c. The library's wireless network is unencrypted and unfiltered. Use of the wireless network is at the patron's own risk;
- d. Security errors are an inherent risk associated with any wireless service. Using the wireless network means agreeing to hold the Library harmless from any claim or loss arising out of or related to any such event of hacking or other unauthorized use or access into your device; and
- e. The Library accepts no responsibility for any software downloaded and/or installed, programs/emails opened, or sites accessed while patrons are on the wireless network. Any damage done to personal equipment from viruses, spyware, or other internet-borne programs is the patron's responsibility, holding the Library harmless from any such damage.

INTERNET ACCESS

The library provides internet access via desktop computers, laptop computers, iPads, and video game consoles. In using the library's equipment to access the internet, patrons agree to the following terms:

- a. The Library will not monitor the information presented on the internet;
- b. The Library accepts no responsibility for any indirect, consequential, special, or punitive damages or losses which may arise in connection with patron's use of the internet;
- c. Use of the internet through the Library shall be governed and construed accordingly to the laws and regulations of the State of Illinois;
- d. Use of the internet through the Library, patrons agree not to use the internet for any illegal activity or to post or transmit any unlawful, threatening, abusive information including, without limitation, any transmission or encouraging conduct that would constitute a criminal offense or give rise to civil liability; and
- e. Patrons agree not to violate copyright laws or to post or transmit any information or software which contains a virus or other harmful component.

CHILDREN'S ACCESS TO THE INTERNET

The library supports the right of all library patrons to access information and will not deny access to the internet based solely on age. The library recognizes the internet may contain material that is inappropriate for children. Parents and legal guardians may provide consent to use library computers when registering the child(ren) for a library card. Parents and legal guardians are expected to monitor and supervise the child(ren)'s use of the internet.

Children age 12 and younger must use the computers in the Children's Library. Children under the age of eight must be accompanied by a parent or caregiver when using library computers.

VIOLATION OF POLICY

The library has the right to restrict computer and internet usage to anyone who does not abide by this policy. Response to violations will be as follows:

1. First incident is a warning
2. Second incident is a warning and removal from library for remainder of the day
3. Third incident is a one-month suspension from the library premises
4. Fourth incident is a six-month suspension from the library premises. At the end of the six months, the patron must request, in writing, for the suspension to be lifted. The request is to be submitted to the library director.

Approved: June 17, 2014
Revised: December 17, 2014
Revised: May 15, 2023