

# Internet and Computer Use

The South Whitley Community Public Library (hereafter called SWCPL) is a vital component of the community and provides information, programs, materials, and resources to foster lifelong learning and enjoyment. Through technology SWCPL enables patrons to access information beyond the confines of its own collection. Use of this technology, as with all library services and materials, is a privilege and not a right. When using the SWCPL Wi-Fi or wired connections, patrons are expected to adhere to all local, state and federal laws. Misuse of library hardware or software may result in loss of library privileges, legal action, or both.

## General Internet and Computer Use

### General use

- Public computers are available on a first-come-first-served basis. There are no time restrictions on computer use, however in periods of high demand patrons may be asked to limit their usage so that others may use the computers.
- Children under the age of 7 must be accompanied by a parent or guardian when using SWCPL computers.
- Printed items cost 20 cents per page. Patrons must pay for all pages printed so it is strongly recommended patrons review the Print Preview window before printing.

### Adherence to local, state, federal laws

- SWCPL computers are not to be used for cyber-bullying or to create, view, transmit, print, or otherwise distribute pornographic, obscene, sexually explicit, racist, sexist, or homophobic materials.
- No user shall transmit any communication where the meaning of the message or its transmission or distribution would violate any applicable law or regulation, or would likely be highly offensive to the recipient or recipients.
- No user shall use SWCPL materials or equipment to mass distribute (or otherwise intrusively “broadcast”) any message over the Internet, including, but not limited to, advertising.
- Users shall respect and abide by all applicable copyright laws.
- Users shall not use the SWCPL connection to violate any local, state, or federal statute.
- Users shall not vandalize, damage, or disable the property of another individual or organization.

### Filtering

Filtering software is installed on all computers at SWCPL. This software is designed to block access to harmful online content, in accordance with the Children’s Internet Protection Act. No filtering software is totally foolproof. Occasionally access to a site an individual may deem inappropriate occurs. The filter may also occasionally block access to a site not considered offensive.

### Use of electronic communication

- Users shall not access another individual’s or organization’s private files, materials, or information without permission.
- Patrons may use other electronic devices and forms of communication while in the library, but should use headphones if there is an audio component to their use.
- SWCPL is not responsible for any purchases made or any fees applied to the viewing, ordering, or downloading of materials at any Internet site.

## Use of SWCPL computer property

- Files cannot be saved to library computers. Patrons should bring their own storage device to save any files, including files downloaded from the Internet. Any unknown file will be purged upon logging off the computer.
- No user may load personal software onto SWCPL.
- Audio may be listened to with headphones, so as not to disturb other patrons.
- Anyone found abusing library computers in any way will forfeit further library computer use privileges. Misuse may include tampering with any SWCPL stored data, programming or hard drives, or illegally copying copyrighted software to or from library computers.
- Users are responsible for any damage to SWCPL hardware or software due to inappropriate actions or inaction while using the computers. Fees will be assessed and charged to the patron for required repairs or replacement.
- SWCPL is NOT responsible for any damage to patron software, data, or hardware while in use on SWCPL computers/systems.

## Computer and Internet Use by Minors

SWCPL supports parents and guardians in their efforts to guide their children's access to online information, however the library will provide online access to children under the age of 18 with parental permission.

It is important for parents/guardians to realize that SWCPL cannot control or monitor the resources of the internet, as it is not a static entity. Some sites could contain information that is inaccurate, defamatory, illegal, obscene, or potentially offensive. SWCPL allows access to all areas of the internet.

Parents/guardians are responsible for their children's behavior while using the SWCPL internet connection. SWCPL assumes no liability for inappropriate conduct or acts conducted on the internet by minors.

It is parents or guardians who set family standards and values, therefore the library cannot usurp that right or responsibility. The public library, unlike schools, **does not** serve *in loco parentis* (in place of a parent). Library staff cannot act in the place of parents in providing constant care and supervision of children as they explore the Internet. The responsibility for what minors read or view on the internet rests solely with parents or guardians.

SWCPL reserves the right to deny computer and/or internet usage to any person who is found to be in violation of the Internet and Computer Use Policy or the addendums adopted by the Board of Trustees of the South Whitley Community Public Library or their designees. SWCPL also reserves the right to update the Internet and Computer Use Policy as necessary.

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