

# **Sycamore Public Library**

## **Computer and Internet Acceptable Use Policy**

**Board approved 11/11/03**

**Revised 03/02/05**

**Revised 06/15/06**

**Revised 12/05/06**

**Revised 08/09/07**

### **Purpose Statement**

The Sycamore Public Library maintains a website and provides access to the Internet as one means of fulfilling its mission to “give residents of all ages the means to get answers to questions on a broad array of topics related to work, school, and personal life....” [Mission statement approved by the Board of Trustees of the Sycamore Public Library July 8, 2003] to all Sycamore Public Library cardholders. Any person who does not have a Sycamore Public Library card must pay a \$5.00 annual fee for computer use privileges. All Internet resources are provided equally to all users, with the understanding that it is the individual user’s responsibility to demonstrate judgment, respect for others, and appropriate conduct while using library facilities.

Use of the computers, including Office Software, Internet, and DeKalb County’s Westlaw at the Sycamore Public Library is a privilege. The Sycamore Public Library makes no guarantees to the accuracy of information found on the Internet. The computers and Wireless Network will not be used for illegal activity, or to access materials which by local community standards would be considered obscene. Library employees are authorized to take prompt and appropriate actions to enforce the Rules of Conduct, and/or to prohibit use by persons who fail to comply with the Computer and Internet Acceptable Use Policy as stated or implied herein.

### **Library Staff Assistance**

The Library is not responsible for damages, indirect or direct, arising from the library patron’s use of the public computers, wireless Internet network, or Internet information resources.

Staff will provide basic assistance to computer users to the extent that time allows. The library staff will provide basic connectivity information for the Wireless Internet Network.

### **Rules of Conduct for Public Computers**

- Computer Internet Sessions will be limited to a maximum 2 hours per day. The library strives to provide access to the computers and to the Internet during all business hours. These services are not guaranteed.
- All computer users are responsible for remembering their password.
- All users must have their own library card or Internet card to access the public computers. Internet cards are available for people who do not live within the city limits and are not eligible for a resident library card for \$5.00 per year. Internet Only Card replacements are \$2. There is no charge to use an express station for up to 15 minutes per day.
- Library staff will not give out card numbers.
- Library cards must be in good standing. Fines and fees over \$5.00 must be paid and overdue materials returned to be allowed computer privileges.
- Pre-payment is required for printing. (10¢ per page for black & white, 50¢ per page for color) Payments to account are non-refundable.

- When all public computers are in use, patrons must sign the waiting list at the Reference Desk. Computers will not be held for persons who are not in the immediate vicinity when their name is called. Computers may not be reserved.
- Internet computers are not to be used for illegal activity, to access illegal materials, or to access materials which by local community standards would be considered obscene.
- Users are discouraged from providing personal or financial information over the Internet Computers.
- Users will respect the privacy of others and refrain from attempting to view or read material being used by others. While we ask all people to respect others, there should be no expectation of guaranteed privacy.
- Cell phones should be turned to low volume and users should leave computer area for privacy and courtesy to others.
- Users will respect copyright laws and licensing agreements.
- Installation, downloading, or modification of software or hardware is prohibited.
- Users will not make any attempt to gain unauthorized access to restricted files or networks, or to damage or modify computer equipment, hardware, or software.
- Two persons may share one computer as long as their behavior or conversation is respectful of other users and library staff.

#### **Rules of Conduct for Wireless Internet Access**

- Printing is not available for the wireless network.
- The Internet is not be used for illegal activity, to access illegal materials, or to access materials which by local community standards would be considered obscene.
- Users will respect the privacy of others and refrain from attempting to view or read material being used by others. While we ask all people to respect others, there should be no expectation of guaranteed privacy.
- Cell phones should be turned to low volume and users should leave computer area for privacy and courtesy to others.
- Users will not make any attempt to gain unauthorized access to restricted files or networks, or to damage or modify computer equipment, hardware, or software.
- Users are discouraged from providing personal or financial information over the non-secure wireless Network.

#### **Termination or Prohibition of User Access**

Library employees are authorized to terminate any user's session, or to bar a user from Public Computers, given cause to believe that the user has failed to comply with the Computer and Internet Acceptable Use Policy and/or Library Rules of Conduct. Any parent who authorizes a child under the age of 18 to have a library card is allowing the child access to everything in the library including the use of the Internet. Library staff, at the request of a parent will block computer use privileges to that child's library card. Library staff is not responsible for monitoring who uses the public computers.