# Elmwood Park Public Library
## Computer Use Policy

**Purpose**

In response to advances in technology and the changing needs of the community, Elmwood Park Public Library endeavors to develop collections and services that meet the informational, recreational, and educational needs of the community. It is within this context that the Library offers access to the Internet and to computers with useful applications including, but not limited to, word processing, spreadsheets, and presentation software.

This policy is part of the Library's overall policy structure and should be interpreted in conjunction with other existing policies.

**Library Responsibility**

The Library supports intellectual freedom and the American Library Association's interpretation of the Library Bill of Rights as it applies to Access to Electronic Information, Services and Networks. Library staff cannot control the content or the availability, reliability currency, accuracy, or appropriateness of information on Internet sites, which change rapidly and unpredictably. It is necessary for all library users to cautiously analyze data and information sources, whether printed or electronic, before accepting their validity. The responsibility of the Library is to provide access to information, not to endorse it. The Library has no control over the information accessed through the Internet and cannot be held responsible for its content.

The Library supports the right to equitable access and the right to confidentiality and privacy in the use of electronic information resources and will make reasonable efforts to guarantee these rights to the extent possible given certain constraints, such as proximity of other patrons and staff in public access settings. While reasonable efforts are made by the Library to guard against malware and to protect user privacy, no guarantees can be made as to the security and privacy of any activity conducted on Library computers or on the Library's wireless network, nor is the Library responsible for the security of information transmitted and received during any Internet sessions. Any injury or damages incurred by users of Library Internet stations or Library's Internet connection are the sole responsibility of the user. The patron, or the parent or guardian of a minor, is responsible for his or her Internet session at all times.

Library's computers are subject to access by law enforcement authorities acting through state or federal law. The Library cooperates in the prosecution of violations arising out of use of its computers for illegal purposes and activities. The Library employs content filtering through Sonicwall, Inc. Websites that contain content classified by Sonicwall as Violence/Racism/Hate, Nudism or Pornography may be categorically blocked. In certain circumstances a patron can request library staff to temporarily lift the content filter and special accommodations may be arranged.

**Guidelines for Use**

Holders of a current, valid Elmwood Park Public Library card with fines or charges not in excess of $10 are entitled to use the Library's computers. By using the Library's computers, the patron is tacitly agreeing to the terms in this Computer Use Agreement. Parents may request that their child be prevented from using their library card to access the Library's Internet-connected computers. Use of another person's Library card for Internet access is not permitted and may result in loss of Internet privileges for the cardholder as well as for the unauthorized person.

Use of the computers is on a first-come, first-served basis. No more than 2 people may use a single workstation at any time. Patron sessions are for one hour. Patrons are permitted to extend their computer sessions if others are not waiting. Individuals are asked to be respectful of others waiting to use the Library's computer workstations. As needed, staff will use the computer reservation system or speak with patrons directly to allow for equitable access for all users.

Parents and/or guardians may accompany children using the youth services computer workstations. Adult services workstations may be used by high school students and adults only.

**Nonresidents and Guests**
Nonresidents may use the Library's workstations to connect to the Internet for $2 per hour.
Residents without an Elmwood Park Library card may obtain a guest pass and use the Library's workstations for $2 per hour.

Nonresidents/guests must make payment at the Circulation Desk and then register with a staff member at the Adult or Kids & Teens Services desks.

**Print Station Fees**
The cost for printing from all computers or through the wireless network is $0.10 per page for black and white and $0.25 per page for color.

**Express Stations**
The Library provides Express Internet computers for use by adults 18 and older at no cost. Sessions are limited to 20 minutes. Staff may choose to require a valid library card to access theses station.

**Patron Responsibility**
Access, use or dissemination of information via the electronic information networks in the library is the responsibility of the patron. Absolute privacy in accessing and using electronic information networks in the library cannot be guaranteed, as there exists a possibility of inadvertent viewing by others. Patrons are urged to respect the sensibilities of others when accessing information that may reasonably be offensive to someone else.

Users are responsible for deleting any personal files saved on Library computers during their sessions, as well as properly exiting their sessions to ensure that their information is not accessible to other users. Personal files should be saved on portable media provided by the user or purchased at the Library. The Library is not responsible for any loss of data or damage to portable media that may occur when saving files or using the Library's network.

The Elmwood Park Public Library requires that patrons using Library or personal computers, wired or wireless, do so within the guidelines of acceptable use. The Library Director or his/her designee are authorized to terminate any patron's session or revoke a patron's computer privileges if a patron fails to comply with this policy. Examples of unacceptable uses or activities include, but are not limited to the following:

- Use of electronic information networks in any way that violates a Federal, State or local law;
- Exposing Library staff or patrons to any content, which may be deemed obscene;
- Transmitting or knowingly receiving obscenity to or from any email account, website, newsgroup, mailing list or similar forum;
- Accessing, viewing, downloading, storing or printing files, graphics, messages (including still or moving pictures) or sound files, which are obscene. The Library will notify and fully cooperate with law enforcement if it becomes aware of any use of the Service in any connection with child pornography or the solicitation of sex with minors;
- Use of electronic information networks for any purpose that results in the harassment, libeling, or slandering of others;
- Destruction of, damage to, or unauthorized access and/or alteration of the Library computer equipment, software, or network security procedures, or any activities which interfere with or disrupt network users, services or equipment;

- Damaging, adding, deleting, or modifying the installed hardware or software, or installing software on any Library computer. Users will be held responsible for any damage to Library software or hardware;
- Use of electronic information networks in any way that violates licensing and payment agreements between the Elmwood Park Public Library and network or database providers;
- Unauthorized duplication of copy protected software or violation of software license Agreements or violation of any applicable copyright, trademark, or intellectual property right;
- Violation of system security;
- Attempting to crash, degrade performance or gain unauthorized access to to other computer systems or networks;
- Knowingly or negligently transmitting computer viruses onto the Library's computer system, or to any other person's or entity's computer system;
- Behaving in a manner that is disruptive to others;
- Using Library computer equipment for longer than the allowed time period, which would deny access to other users.

Patrons using electronic information networks agree that the Library may need to monitor computer use from time to time as an operational necessity. Furthermore, the Library may be required to disclose any information if directed to do so by a court of competent jurisdiction. The Library extends the protections of applicable confidentiality laws to all records of Internet activity maintained on Library equipment. The Library reserves the authority to reasonably regulate these resources to ensure the proper and efficient operation of the Library.


**Guidelines for Minor Children**
The Elmwood Park Public Library recognizes that electronic information networks such as the Internet may contain material that is inappropriate for children. The Library does not serve in loco parentis (in place of parents). Parent/guardians, not the Library or its staff, are responsible for the Internet information selected or accessed by their children. The Library will block a child's library card from being able to reserve time on the Library's Internet computers if requested by a parent or guardian, but the Library is not responsible for children with blocked cards that pay for a guest pass or who access the Library's wireless Internet. Parents should also be aware that content filtering will not detect all objectionable sites. Parents are expected to monitor, supervise, and guide their children's use of the Internet. Librarians cannot act in place of parents in providing constant care and supervision of children as they explore the Internet.

Parents are strongly encouraged to:
- Explore the Internet with their children;
- Provide clear guidelines and set limits for their children;
- Learn how to evaluate the content of websites;
- Ask a Librarian for assistance in selecting appropriate websites for children;
- Educate children to never give out personal information (name, address, telephone numbers, passwords) online or to arrange face-to-face meetings with someone via the computer without parental approval.

**Staff Assistance**
Members of staff are trained to offer research assistance in navigating the Internet and in evaluating Internet resources. Users are encouraged to ask staff for guidance on finding and using authoritative websites.

Staff will assist patrons with the basic functions of computers, printers and software programs as time permits but cannot offer in-depth persons instruction without an appointment. The Library provides classes and other resources (such as handouts and website tutorials), which can be used by patrons.

The Library and Library staff are not responsible or liable for assisting users who are conducting e-commerce from the Library's Internet computers. Library staff may not access a user's personal accounts on the user's behalf.

**Wireless**

Elmwood Park Public Library provides wireless Internet access (Wi-Fi) at no cost to patrons with Wi-Fi enabled devices. This network is provided "as-is." Compatibility and availability are not guaranteed. Environmental factors such as radio interference and traffic as well as location within the library and obstructions between the wireless device and access point may all affect access. By choosing to use this free wireless access, you agree to abide by this policy that prohibits unacceptable, abusive, or illegal activity while using this access. In addition to the policy statements set forth here, wireless use also includes the following guidelines:

- Wireless Internet service is an open, public network with no security. There is no guarantee of privacy. Patrons connecting to the Internet or transmitting sensitive personal, financial or legal data with personal devices do so at their own risk.
- Users may not extend or modify the network in any way. Any unauthorized access points will be removed or disabled.
- Elmwood Park Public Library reserves the right to limit the bandwidth of the wireless network in order to ensure overall network reliability.
- Library staff will not under any circumstances make changes to the configuration of a privately owned wireless device.
- Restricting or monitoring the access of minors on the Library's wireless network is the sole responsibility of the parent or guardian.

**Liability**

The Elmwood Park Public Library makes no warranties of any kind in connection with the provision of access to and use of its networks and Internet.  It expressly disclaims any liability or responsibility arising from access to its network or use of information obtained through its electronic information systems, or any consequences thereof and shall not be responsible for damages, indirect or direct, arising from a library patron's use of Internet, online information resources, or the transmission or receipt of information on the Library network.

**Penalty**

The Library Director or his/her designee may suspend or revoke access to library equipment or resources if a staff member reasonably believes that any use has violated this policy. Patrons will be given a verbal warning of unacceptable computer behavior and will then have their privileges revoked after further incident.

Illegal acts involving Library resources may also 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 Director, and such communication may be used as evidence in any criminal investigation and/or prosecution.

Future Internet use privileges and /or other library privileges may be modified and/or suspended in their entirety at the discretion of the Library.  The Administrative Librarian will review these matters on a case-by-case basis.

**Policy Review and Revision**

Elmwood Park Public Library Board of Trustees will review this document at least biennially.
Approved and Adopted by Library Board November 2015