

# **ELYRIA PUBLIC LIBRARY SYSTEM** **INTERNET ACCEPTABLE USE POLICY**

## **Introduction**

The information and resources available on the Internet expand the Library's information services beyond traditional collections and electronic resources. The Elyria Public Library System offers access to Internet information resources on the Internet (through the Ohio Public Library Information Network and CLEVNET) in response to the changing information needs of the community. Internet access is one component of the Library's objective to acquire, organize and preserve information.

Internet resources accessible through the Library are provided equally to all library users. As with all library materials, parents, legal guardians and/or caregivers are responsible for their children's use of the Internet. Parents are encouraged to work with their children to develop acceptable rules for Internet use.

## **Disclaimer and Hold Harmless**

The Internet is a rapidly changing environment. Not all Internet sources provide accurate, complete or current information, and some may be offensive. The Library staff does not monitor all users at all times, and does not exercise any control over the information accessed by patrons using the Library's Internet access or the requested material sent to some Internet sites and is not responsible for its content.

The Elyria Public Library system has the ability to filter Internet content in compliance with the Children's Internet Protection Act. FCC consumer Facts can be found at the following FCC web address: <http://transition.fcc.gov/cgb/consumerfacts/cipa.pdf>

All users of this service agree to hold the Elyria Public Library System, its Board, Director and employees, and the Ohio Public Library Information Network (OPLIN) harmless from any and all claims, losses, damages, obligations or liabilities, including the cost of litigation, resulting directly or indirectly from their or other's use of OPLIN and the Internet, caused thereby or arising there from. In no event shall the Elyria Public Library System, its Board, Director and employees, or OPLIN have any liability to any third party, even if the Elyria Public Library System or OPLIN had been advised of the possibility of such damages.

## **Agreement with the Internet Acceptable Use Policy**

All Library patrons, by making use of the Library's Internet access, shall be deemed to have agreed with this policy. A notice shall be posted near the Library's computers, containing the statement "All Library patrons, by using the Internet access are deemed to have agreed with the Internet Acceptable Use Policy."

## **Guidelines:**

The Library's computers access the Internet, which is a global entity with a diverse user population. Users use it at their own risk. Users of the Library's computers need to recognize that electronic transfers of information on files on library computers may not be secure. It is possible that other persons on the Internet, without the library user's knowledge, could access information or files entered into the Library's computers. The Library does not guarantee privacy or confidentiality of information or files entered into its Internet computers

Copies of this policy will be available upon request and posted on the library's web site <http://elyrialibrary.org>

Users should bear in mind that the Library's computers are located in public areas shared by people of all ages and backgrounds, and are expected to show consideration for others when viewing web pages.

The Library's computers are to be used for educational, informational and recreational purposes only. The Library's computers are not to be used for unauthorized, illegal, immoral, or unethical purposes including so-called "Hacking" and other unlawful activities.

Library employees are authorized to monitor computer activity and to take prompt and appropriate actions to enforce the Internet Acceptable Use Policy, and/or prohibit use by persons who fail to comply with the Policy. Users who intentionally fail to comply with this policy will not only forfeit Elyria Public Library System usage rights, but may also be prosecuted as legally appropriate.

The Library's computers are normally available, subject to periodic maintenance, during library hours. Users should be aware that the computers will be shut down 15 minutes before closing time. Library computers are cleared of any files saved by patrons at closing each day.

Users shall not modify or gain access to files, passwords, or data belonging to others by seeking unauthorized access to any computer system, or damage or alter software components of any network or database.

Users shall not use software or technology of a malicious or illegal nature on library computers. Users shall not download from the Internet any software or other files to the Library computer's hard drive. Users shall not attempt to circumnavigate restrictions placed on the Library's computers by Library employees.

Patrons may save their files to a supported data storage device. Library computers are cleared of any files saved by patrons at each day.

Though the Library's software scans for viruses, the Library assumes no responsibility for viruses, which may be received while downloading files or software from the Internet. The Elyria Public Library System is not responsible for damage to a patron's data storage device or computer, or for any loss of data, damage, identity theft or liability that may occur from patron use of the Library's computer.

Preference will be given to children 12 and under for the use of the computers in the Youth Services Rooms. Parents, legal guardians, and/or caregivers are encouraged to work with them. When and if the Library becomes aware of a minor abusing this Policy, the Library may notify the parents, legal guardian, and/or caregiver of abuses.

To the extent practical, steps shall be taken to promote the safety and security of users of the Elyria Public Library online computer network when using electronic mail, chat rooms, instant messaging, and other forms of direct electronic communications.

Specifically, as required by the Children's Internet Protection Act, prevention of inappropriate network usage includes: (a) unauthorized access, including so-called 'hacking,' and other unlawful activities; and (b) unauthorized disclosure, use, and dissemination of personal identification information regarding minors.

No food or drink is allowed in the computer area.

As a courtesy to other patrons and to protect your own privacy, cell phone conversations shall be taken away from the computer area whenever possible.

Wireless access is provided by the Elyria Public Library System. Use of the Library's wireless access shall be governed by this Internet Policy and the Rules and Regulations for Conduct in Libraries Operated by the Elyria Public Library System.

## **Printing**

The library reserves the right to set a price for print-outs made on library computers.

## **Sign-In Procedures**

Users are assigned to computer terminals on a first come first serve basis. No reservations may be made over the telephone. Patrons will sign themselves in using the login system: each person wishing to use a computer will be asked to provide his or her CLEVNET Library card or a Greater Access card. IDs are required for sign-in purposes only. Guest passes are available to patrons unable to qualify for a library card. A photo ID may be required before being assigned a computer. Log-In records will be disposed of daily, without making any permanent record. Users are guaranteed a minimum of 30 minutes per session or until closing. When a user's session comes to an end they will vacate the area in a timely fashion. Due to space limitations, staff may limit the number of people at a terminal to no more than one at a time with the exception of parents assisting their children.

Computers in the Children's Room at Main Library and the West River Branch are for the use of children 12 and under. Computers in the Adult Reference area of the Main Library and West River Branch Library are for the use of patrons 13 and older. For computer use, children under 6 must have a caregiver working with them.

## **Library Staff Assistance**

Except for scheduled Internet or computer training classes held at the Library, Library staff cannot provide in-depth training and assistance but may be able to offer searching suggestions and answer some questions. For the protection of Library employees and users, employees will not enter a user's personal information to a computer.

## **Parent's responsibility**

The Library advises parents, legal guardian, and/or caregivers to supervise their children as the children explore information resources on the Internet. Parents are encouraged to work with their children to develop acceptable rules for Internet use. Parents, legal guardians and/or caregivers, are responsible for monitoring the Internet information selected and/or accessed by their children. As with all other library materials, restriction and control of a child's access to the Internet is the responsibility of the parent, legal guardian and/or caregiver.

The Library does not serve *in loco parentis* (in place of a parent). As with all other library materials, 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 with parents, legal guardians and/or caregivers. Under no conditions shall Library staff be considered children's caregivers under this Internet Acceptable Use Policy.

## **Policy Revisions**

Because Internet matters change rapidly, community user needs may change, and Library staff experience may show a need for revisions to this Internet Acceptable Use Policy, the Board of Trustees hereby authorizes the Library Director to make revisions to this policy, which shall go into effect for the Elyria Public Library System, upon being posted prominently.

Adopted 1/13/03  
Amended 10/9/2006  
Amended 3/29/2011  
Amended 5/9/11  
Amended 3/9/12