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AMENDED: 9/9/10, 2/11/16
SIGNATURE:

LILLIE M. EVANS LIBRARY DISTRICT

Internet Access and Computer Use Policy

Libraries make it possible for citizens to have access to the information they need to make informed decisions. Every library user benefits from expanded access to information beyond the four walls of a single library building.

The Lillie M. Evans Library District and all ILLINET libraries use electronic information networks such as the Internet for a variety of purposes:

- Access to shared automation systems that provide bibliographic access to the collections of the local library and libraries in the region and across the state.
- Access to the wealth of information resources available via the Internet.
- Access to general and specialized shared licensed databases available to ILLINET member libraries through regional and statewide cooperative programs.

The public may use the library computers to access Internet electronic mail services (email) obtained through other providers. The library provides email services for library business only.

RELATIONSHIP TO OTHER LIBRARY POLICIES

The Lillie M. Evans Library District's Internet Access and Computer Use Policy is part of the library's overall policy structure and should be interpreted in conjunction with other existing policies. Copies of all library policies are available upon request from a library staff member.

"GLOBAL" VERSUS "LOCAL" RESOURCES

Most resources available via the Internet and other electronic information networks are "global" resources rather than "local" resources. The library does not and cannot control the information content available through global resources such as information obtained from outside sources via the Internet. Internet resources enhance and supplement resources that are available locally within a library. Library users must be aware that this library does not exercise control over information obtained via the Internet and must keep in mind the following points when evaluating information obtained via the Internet:

- Information obtained via the Internet may or may not be reliable and may or may not be obtained from a reliable source.
- Information obtained via the Internet may or may not be accurate.
- Information obtained via the Internet may or may not be current and up to date.
- Links to information on the Internet may not always be valid, and particular information sites on the Internet may sometimes be unavailable, and this unavailability often occurs unpredictably.
- Certain information obtained via the Internet may be considered controversial by some library patrons.

The Lillie M. Evans Library District urges library patrons to be informed consumers and carefully evaluate information obtained via the Internet. Library staff may be available to assist patrons in making judgments about the reliability or currency of certain types of

Internet information sources, but are unable to provide definitive analysis of particular sources due to the extremely large variety and volume of information available via the Internet.

This library is not responsible for damages, indirect or direct, arising from a library patron's use of Internet information resources.

LIBRARY PATRONS' RIGHTS

Library patrons have certain rights with respect to use of electronic information networks such as the Internet. This library will work with other libraries in the Illinois Library and Information Network to preserve and protect these rights, subject to limitations imposed by licensing and payment agreements with database providers.

Library patrons have the right to confidentiality and privacy in the use of electronic information networks to the extent possible given certain constraints, such as proximity of other patrons and staff in public access settings.

Library patrons have the right to equitable access to electronic information networks.

Library patrons have the right to access and read all library service policies and discuss questions with appropriate library staff.

PATRON ASSISTANCE AND INSTRUCTION

The Lillie M. Evans Library District's staff may provide assistance to patrons in the use of electronic information networks as time and staff knowledge permits. Printed and online documentation and instructions are available at or near points of service. Formal instruction in particular aspects of electronic information network use may be available.

USE OF EQUIPMENT AND NETWORKS

The Lillie M. Evans Library District requires that library patrons using electronic information networks such as the Internet do so within the guidelines of acceptable use. The following activities are unacceptable:

1. Use of electronic information networks for any purpose which results in the harassment of other users,
2. Destruction of, damage to, or unauthorized alteration of the library's computer equipment software or network security procedures,
3. Use of electronic information networks in any way which violates a Federal or State law,
4. Use of electronic information networks in any way which violates licensing and payment agreements between the Lillie M. Evans Library District and network/database providers,
5. Unauthorized duplication of copy-protected software or violation of software license agreements,
6. Violation of system security,
7. Behaving in a manner that is disruptive to other users, including but not limited to overuse of computer equipment which serves to deny access to other users.

CHILDREN'S ACCESS TO ELECTRONIC INFORMATION NETWORKS

The Lillie M. Evans Library District supports the right of all library users to access information. This library recognizes that the electronic information networks such as the Internet may contain material that is inappropriate for children. Therefore:

1. Parents are expected to monitor and supervise their children's use of the Internet. Library staff is unable to monitor children's use.
2. Parents are encouraged to discuss with their children issues of appropriate use and electronic information network safety.
3. Children under fourth grade are not allowed unsupervised access to the public computers but may remain at the computer if accompanied by a parent or authorized adult who has a signed user's agreement.
4. Minors must have a parent or legal guardian's signature on their user's agreement in order to use the library computers.
5. Minors are not permitted to access any computer within the library at any time which does not have an active internet filtration device in place.

LIBRARY PROCEDURES RELATING TO ELECTRONIC NETWORKS

This library has developed certain procedures to assist staff and patrons in the use of electronic information resources. These procedures include (but are not necessarily limited to) the following:

1. Time limits for access to allow use of resources by the maximum number of library patrons,
 2. Cost recovery for printouts using the library's computer equipment,
 3. Priority usage for accessing the library's online catalog,
 4. Specific instructions for downloading including compliance with virus protection measures,
 5. Restrictions on the use of personal software on library computer equipment,
- A registration and use agreement form must be completed prior to usage.

EQUIPMENT AND COMPUTER USE

The Library reserves the right to limit, refuse, and/or ban any patron from using the library equipment and computers. Use is limited to patrons in good standing. Anyone under fourth grade must be accompanied by a parent or guardian while using library equipment or computers. Reservations for equipment or computer use can be made at the circulation desk, and without them usage is on a "first come, first served" basis. However, all patrons shall log in at the circulation desk prior to use to avoid conflicts with reserved times. If a user has not logged in at the circulation desk, that user will be required to give up the usage if a patron who has logged in or made a reservation is waiting.

In addition, these rules apply for all library computer use:

1. Usage is limited to 30 minute blocks; however, the patron may continue to use the computer in 15 minute intervals until another patron wishes to use it.
2. Users are responsible for compliance with state, federal and local laws including copyright laws and laws governing unauthorized access.
3. The Library restricts the use of personal software on library computers.
4. There is a cost recovery charge for each data storage device purchased from the Library, and a charge of \$.15 per page for black and white copies and \$.50 per page for color copies.

WIRELESS INTERNET ACCESS

The Lillie M. Evans Library District offers free wireless Internet access (WiFi) for public use. Access to our wireless Internet network is available to anyone with a laptop or other WiFi enabled mobile devices.

This service is not to be used as a permanent connection. Use of the Library's wireless access points constitute acceptance of our Internet Access and Computer Use Policy. Internet access is filtered.

Internet access is filtered. Adults may access the internet without filtering by using a public workstation and having staff remove the filter.

How to Connect

Connect to the LME-guest hotspot. Next, open your web browser where you will be redirected to a login screen. Click "OK" to accept our Internet Access and Computer Use Policy.

Hardware Requirements

- Any portable PC, notebook computer, netbook, tablet, pocket PC, phone, PDA or gaming device that is Wifi enabled.
- Your device must have an 802.11a, 802.11b, or 802.11g based Ethernet device installed.

Software Requirements

- Use a web browser, such as Internet Explorer, Firefox, Chrome, Safari, or Opera.
- Set your device to obtain an IP address automatically and obtain addresses automatically from a server (DHCP). Leave all other fields blank. Restart the laptop for the changes to take effect. Here is how to configure these settings for [Windows](#) and [Mac OS](#).

Limitations and Disclaimers

- The Library's wireless network is not secure. Information sent from or to your device can be captured by anyone else with a wireless device and the appropriate software, within three hundred feet.
- Library staff is not able to provide technical assistance and no guarantee can be provided that you will be able to make a wireless connection.
- The Library assumes no responsibility for the safety of equipment or for laptop configurations, security, or data files resulting from connection to the Library's network.
- Use of the Internet is a privilege, not a right. Any violation of the Library's Internet Access and Computer Use Policy may result in loss of library privileges and appropriate legal action may be taken.

Other Options

- If you are unable to connect, please ask at the front desk for a computer pass to a public workstation.

BREACH OF POLICY

Violation of any aspect of this policy may result in the loss of library privileges.

INTERNET AND COMPUTER USAGE AGREEMENT

NAME (PLEASE PRINT)

Last

First

REGISTRATION AND USER AGREEMENT

1. I have read the policies concerning the use of the Lillie M. Evans Library District's Internet computer and agree to abide by the policies.
2. I agree to pay any repair or replacement costs of equipment or software damaged by myself or by minors for whom I am responsible.
3. I understand that I am responsible for compliance with state, federal and local laws included copyright laws and laws governing unauthorized access.
4. I understand that if I fail to abide by the Lillie M. Evans Library District's Internet policies, I will lose eligibility for use of this service.
5. I understand and acknowledge that the Internet contains material of a controversial nature including pornography, obscenity, inflammatory or dangerous material, and that Lillie M. Evans Library District has no control over the Internet and assumes no responsibility for the content, quality, accuracy, currency, or appropriateness of any Internet resources.

Signature: _____

Date: _____

FOR PATRONS UNDER THE AGE OF 18:

As the parent or guardian of _____
I give permission for my child to use the Internet computers or connection) at the Lillie M. Evans Library District, with the understanding that I am responsible for monitoring my child's appropriate use of this service, and that I am responsible for any damage that may occur, and that I have read, understand, and agree to the above statements.

PARENT OR GUARDIAN SIGNATURE: _____

DATE: _____