

### **COMPUTER AND INTERNET USE POLICY**

*Note: This revised 2014 Policy combines former Policy's INF-1 (Computer Use Policy) and INF -3 (Internet Use Policy)*

In accordance with its Mission Statement, The Messenger Public Library of North Aurora serves as a gateway to an expanding world by providing materials and services to community residents to inform, connect, and enrich the community of North Aurora.

These policies apply to all users of computer/internet resources in the library, North Aurora residents and non-residents.

The Internet is not governed, restricted, or regulated. The Library encourages Internet users to be informed consumers and to evaluate information retrieved from all online sources. The staff of the Library does not control or monitor material that is accessed on the Internet. The library does not use internet filters on library computers. Information may or may not be accurate, current or complete. It may also be considered offensive or controversial.

The Library affirms the right and responsibility of parents to determine and monitor their children's use of Library materials and resources, be they print, audiovisual, or electronic, to stay within personal and family value boundaries. Parents have sole responsibility for working with their children to select appropriate material. Parents or guardians may sign a form to restrict their children under the age of 18 from library computer access.

- Computers in the Youth Services Department are to be used by those under 18 years of age or by adults supervising children in the Youth Services Department.
- Computers in the Adult Services Department are to be used by those 12 years of age and older.

#### Guidelines for Use:

- To access a computer, each patron must use his or her own library card and this account must be in good standing. Students who need to use the computers for schoolwork will be given a guest pass.
- Public access computers are available for use when the library opens and remain available until five (5) minutes before closing. The latest a new session may be reserved is 15 minutes before closing.
- Users may reserve a computer session up to twenty-four (24) hours in advance. Reservations will be held for ten (10) minutes. Time slots are 120 minutes in length. Extended usage times may be given if equipment is available. We reserve the right to limit usage to two hours per day.
- There is a limit of two simultaneous and registered users per Internet computer.
- Use of the Library's computers must be for legal and acceptable purposes. Users are responsible for complying with all copyright laws.
- Computer users must also abide by all library policies with regard to patron behavior and deportment.
- Users should limit viewing to sites that are appropriate in a public setting.
- Users are to be aware of the proximity of other patrons and staff and are to avoid disturbing them in any way.
- Library staff assistance is limited to basic instruction only. Staff members do not provide extended computer or application training sessions except by appointment or during scheduled classes.
- The Library is not responsible for damage to a user's program or storage devices. No user files may be stored on library equipment, and files are automatically erased from the hard drive at the end of each session.

- The computers are equipped with anti-virus software. However, the library does not assume responsibility for any virus that may be acquired during use.
- Wireless Internet access is available to all library users (resident and non-resident) free of charge. Library patrons utilizing their own computer/laptop must be familiar with the firewall and pop-up blocker settings on their laptops.

*Approved by Messenger Library Board of Trustees 7/10/2014*