

COMPUTER UTILIZATION

TFML Policy No. 4

The Thomas Ford Memorial Library offers its patrons access to public computers and the Internet for use in a manner consistent with the mission of the Library. Procedures developed by the Library Director to implement this policy are attached.

4.1 **Eligibility and Liability**

4.11 Eligibility

The use of computers and access to the Internet are available to anyone with a valid Library card. Western Springs residents will be given preference. The patron's Library card will be held at the Circulation Desk while the patron is using a computer. No more than two people may be seated at a computer work area at the same time.

4.12 Liability

Patrons are responsible for any damage resulting from misuse of the computer. Personal peripheral equipment may **NOT** be attached to library computers. The library is **NOT** responsible for damage done to personal diskettes, CDs, DVDs, or other devices/media. Any computer problems or malfunctions **MUST** be reported to the Library Staff immediately.

The Thomas Ford Library has no control over information accessible on the Internet. The Library does recognize that it is possible to access sites that contain controversial or offensive material. Further, the Library has no control over the Internet resources and does not have comprehensive knowledge of what is on the Internet. Information on the Internet may be reliable and current or may be inaccurate, out-of-date or unavailable at times. The Library does not monitor sites for content accuracy, has no control over the information accessed through the Internet and accepts no responsibility for its content. The Internet may contain material that is inappropriate for viewing by children. It is the responsibility of parents to monitor and supervise their children's use of the Internet. The Library Staff is not responsible and is not in a position to provide monitoring or supervision of children.

Although the Thomas Ford Library strives to keep Library computers free of viruses, "spyware", "adware", and other malicious or nuisance programs and computer code, the Library assumes no responsibility for harm or damages that may result from the presence of such software or computer code on Library computers.

4.13 Policy Violation

Any individual(s) using the computers and/or Internet access provided by the Library for any unlawful use or use inconsistent with the Library's Mission Statement and/or policies, or in violation of the rules established by the Director, shall first receive a verbal warning. A verbal warning **may** result in immediate

suspension and / or termination of computer and Internet privileges depending on the severity of the violation. A verbal warning that results in suspension or termination of computer / Internet privileges will be followed up with written notification, mailed to the violator's home address, to that effect. In the event that the violator is a minor, the minor's parent / guardian will receive the written notification. Any further violations of this policy will cause immediate suspension of computer / Internet privileges. To aid in determining policy violations, the Library may review Internet access logs and other data related to computer usage.

The Library Director will inform the Library Board of Trustees of any violation of this policy that results in suspension or termination of computer/Internet privileges and the length of the time period for which computer / Internet privileges have been lost.

Written appeal may be made to the Board within 30 days of the Library Director's decision. While the situation is under review / appeal the violator will not have access to the Library's computer or Internet terminals. When the suspension period has expired the violator may apply in writing to the Board requesting reinstatement of computer / Internet privileges. Such a request is not a guarantee that these privileges will be granted. The Library Board will provide a written response to an appeal.

4.2 Internet Use

4.21 Patrons wishing to use the Internet must sign the Internet User Agreement indicating that they are familiar with the regulations governing the use of the Internet agree to abide by these regulations, and understand that failure to do so will result in the loss of computer / Internet privileges.

4.22 All patrons under the age of 14 (fourteen) years must have a parent or legal guardian sign the Internet User Agreement.

4.23 The Thomas Ford Memorial Library does not use filtering software on any of its computers. Children under the age of 11 (eleven) must have a parent or guardian with them while using the Internet; children between the ages of 11 (eleven) and 14 (fourteen) must have written parental permission to do so (see the Library's Internet User's Agreement). High school students who present a valid ID or driver's license may use the Internet without parental permission. Parents should discuss appropriate use of online resources with their children, supervising them as needed. Library Staff will be happy to make adjustments to computer workstations, if necessary, so that parents and children can work together on Internet research.

4.3 Library Staff Assistance

The Library Staff role in regard to assistance to computer users will be one of guidance. Members of the Library Staff will provide a brief orientation to the basic use of the computer equipment as time allows.

4.4 Restrictions

Federal law prohibits the duplication of copyrighted programs. Anyone observed duplicating a copyrighted program will lose the privilege of using the Library's computers.

Attachments: Computer Utilization Fact Sheet; Patron Registration

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