

COMPUTER UTILIZATION: YOUNG ADULT ROOM

TFML Policy No. 20

The Thomas Ford Memorial Library is pleased to offer Young Adult (YA) patrons access to their own computer and the Internet for use in a manner consistent with the mission of the Library.

20.1 **Eligibility and Liability**

4.11 Eligibility

The use of this computer and access to the Internet/Instant Messaging are available to any YA (junior high or high school student) with a valid Library card. Western Springs residents will be given preference. Each user must check in at the Circulation Desk prior to using the computer; Library cards will be held at the Circulation Desk while the patron is using a computer. No more than four people may be seated at the computer work area at the same time: one sitting, three watching/taking turns. The maximum time for use while others are waiting will be 45 minutes.

20.12 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 Information on the Internet may be reliable and current or may be inaccurate, out-of-date or unavailable at times.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, does not use filtering software on any of its computers, 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 YAs. Parents, not the Library staff, are responsible for monitoring and supervising YAs' use of the Internet.

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.

20.2 **Restrictions**

20.4 Food and/or drinks are not permitted near the computer.

20.5 Offensive material may not be displayed on any Library computer. Research that may require use of questionable sites must be performed on computers in the reference area.

20.6 While some noise and conversation is to be expected at this computer, the Circulation Staff will monitor the noise level and notify the YA users if it becomes too loud or

annoys other patrons. Users are expected to comply with requests from Library staff to “quiet down”.

20.7 Federal law prohibits the duplication of copyrighted programs. Anyone duplicating a copyrighted program may lose the privilege of using the Library’s computers.

20.8 Downloading/use of copyrighted music, images, or other content in a manner inconsistent with applicable copyright restrictions is prohibited.

20.9 Downloading and/or installation of software programs from the Internet or other sources on Library computers is prohibited.

20.3 Policy Violations

Any YAs using the computer 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 Library Director, shall receive a two week suspension of Library computer privileges for the first offense. A second offense shall result in suspension of privileges for a time period to be determined by the Library Director. The YA’s parent/guardian will receive written notification of the suspension. 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 these privileges have been lost.

Written appeal may be made to the Board within thirty days of the Library Director’s decision. While the situation is under review/appeal the violator will not have access to the Library’s computers. 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 reinstatement will be granted. The Library Board will provide a written response to an appeal.

20.4 Registration

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

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

20.5 Library Staff Assistance

The Library Staff will not be able to instruct users at all times; a basic knowledge of computers is assumed prior to use. Classes for YAs will be offered periodically to assist this group of patrons in learning to use Library technology.

Attachments: Internet Use Policy and Agreement

APPROVED: January 26, 2005

Revised: June 26, 2007