

## COMPUTER AND INTERNET USE POLICY

By using a Wood River Public Library public access computer, or wireless connection, you agree to comply with all applicable municipal, Illinois, and Federal laws, as well as all library policies. The Library reserves the right to limit, refuse, and/or ban any patron from using the library computers. The Wood River Public Library's Internet Use Policy is part of the library's overall policy structure and should be interpreted in conjunction with other existing policies.

Wood River Public Library does use filtering software on all computers; however parents and guardians have the ultimate responsibility to supervise and guide the use of the Internet by their children.

The Wood River Public Library provides filtered/unsecured wireless access network for users with wireless electronic devices. Wireless connection is only available during regular library hours. Use of the Wood River Public Library wireless network is entirely at the risk of the user. The library assumes no responsibility for the safety of equipment or device configurations, security, or data files resulting from connection to the library's wireless network or the Internet, or liability for any consequent damage to hardware, software or data.

If a user experiences problems connecting to a wireless access point, staff will verify that the library's wireless access network is operational, but staff are not trained to configure or troubleshoot wireless electronic devices.

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### REQUIREMENTS

- Every user must have a valid library card, or provide an ID to qualify for a Guest Pass.
- Every user must use his or her own library card, which must be in good standing (no overdue items or fines in excess of \$1.00).
- Users under the age of 18 must also use their own library cards.

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### GUEST PASSES

- A Guest Pass may be provided **one time** to those who do not hold a card in the Illinois Heartland Library System.
- Patron must have a photo ID for a Guest Pass.
- Non-card holders under 18 may not use the computers without a parent or guardian.
- Time Limits: 30 minutes at no cost, or 2 hours for \$2.00. The Wood River Public Library will not prorate for less time used.

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### TIME LIMITS

- Use of computers is on a first-come first-serve basis.
- Wood River Library users are allowed 150 minutes a day (2 ½ hours).
- Guest Pass users are allowed 30 minutes at no costs, or 2 hours for \$2.00.

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### DOWNLOADING

- Users may download files to a portable storage device, or email it to themselves.
- No information should be saved to the computer's hard drive.
- Computers are wiped clean of files at the close of business each day.
- The Library is not responsible for any loss or damage to personal materials or information.

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## PRINTING

- The copier serves as a printer for all patron computers.
- Users are charged the current copy fee for all printouts, *even pages printed by mistake.*
- Use of the “Print Preview” feature is recommended before printing.
- Copies/Prints left behind will be charged to patron account.
- It is encouraged for patrons to retrieve all copies immediately after printing.
- The Library is not responsible for prints taken by other patrons.

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## ASSISTANCE

- Wood River Public Library staff may provide assistance to patrons (as time permits) in basic computer skills.
- Library staff will not provide instruction in the use of implementation of specific computer programs or websites.

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## PRIVACY

The internet, the Library, and its computers are all considered “public”. Users are not guaranteed privacy. Users are responsible for the protection of their own information. The Library may not be held responsible for any outcomes resulting from using the Internet or using information found on the Internet. The Library may not be held responsible for the content of any site accessed on the Internet.

Users are expected to be courteous of other computer and library users and refrain from any activities that may interfere with another person’s computer and library use.

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## PROHIBITED ACTIONS

The following action are prohibited:

- Damaging or attempting to damage computer equipment
- Attempting to alter hardware or software configurations in a malicious manner. If configurations must be changed, ask permission of library staff
- Engaging in any activity which is deliberately and maliciously offensive, libelous, or slanderous.
- Sharing information about others of a person nature (name, address, phone number, social security number, etc).
- Displaying text or graphics which are obscene, or which may reasonably be construed by library staff as offensive or threatening to the public.
- It is unacceptable to use the Library’s computers and internet in a manner which violates copyright law. Violations will result in suspension of library privileges. Examples include, but not limited to:
  - Unauthorized downloading, uploading, or file sharing or copyrighted material, such as music, video files, or other copyrighted works
  - Purposes that are illegal, unethical, harmful, or fraudulent
- ***You may not intentionally view any materials deemed as pornographic. If you are found on anything deemed as pornographic material, you will be banned from the library for 6 (six) months from the date of the incident.***

**Approved by Board of Trustees at regular meeting 9-21-2017.**  
**Updated 11-21-2019**