

General Statement

- A. Public computers are available for The Library Network (TLN) cardholders in good standing (not barred or blocked). If there is a wait list, computer time is limited to one hour.
- B. Visitor passes are available to visitors and patrons in good standing. Patrons are required to show their valid driver's license or state identification to receive a visitor pass.
- C. Patrons may access the library's public computers by logging in using their valid library card number and PIN.
- D. Public computers will shut down 15 minutes before the library closes.
- E. The library provides wireless capability for library patrons. Users of the library's wireless network are required to abide by all provisions of this policy.
- F. The library provides one computer to access the library catalog exclusively. There is no internet access on this machine.

Acceptable Use

- A. Library computers and use of the library's wireless service are intended for informational and educational purposes only. Users may not use library computers or the library's wireless service to access unethical or illegal internet sites, visual depictions that are obscene, child pornography, internet sites that are harmful to minors or use the internet for any purpose which violates federal, Michigan or local laws. (See U.S. Code, Title 18, §§ 2256 (1) and (8), Michigan Obscene Material Act, P.A. 343 of 1984 and Michigan Harmful to Minors Act, P.A. 33 of 1978.)
- B. Unauthorized access including "hacking" and other unlawful activities involving minors is prohibited.
- C. Unauthorized disclosure, use and dissemination of personal information of or by minors is prohibited.
- D. The Library uses software to clock sites that spread viruses, malware, spyware or programs that damage or interfere with the use of the Library's computers.
- E. Internet users must comply with U.S. Copyright which states:

U. S. Copyright law (Title 17, U. S. Code) prohibits the unauthorized reproduction or distribution of copyrighted materials, except as permitted by the principles of fair use. Users may not copy or distribute electronic materials (including electronic mail, text, images, programs or data) without the explicit permission of the copyright holder. Responsibility for any consequences of copyright infringement lies with the user; the Library expressly disclaims any liability or responsibility resulting from such use.
- F. Users may not make unauthorized changes to the setup, operating systems or network configuration or install software on library computers.

- G. Violators of this policy will be given a verbal warning. Further violation of this policy will result in the loss of library computer privileges for the remainder of the day or for a longer period of time as determined by the Library Director or other authorized staff as designated by the Library Director.

Social Media

The Library's social media sites are designed to share information about library programs and services, as well as community resources and events. Users are to adhere to the following guidelines when using the Library's social media sites:

- A. Comments should be relevant to the post to which they are attached.
- B. Data posted to library social media sites are public information and may be indexed by Internet search engines.
- C. Spam, flaming, and unlawful uses are not permitted and the library reserves the right not to post or to delete any comment that violates this Policy.
- D. Library social media sites are monitored for unauthorized or inappropriate use. Evidence of possible criminal activity may be provided to law enforcement officials.

Violations of the Internet and Computer Use Policy

Users of the library's computing resources must adhere to the Internet and Computer Use Policy. Failure to follow the Policy will result in the loss of the ability to use the library's computing resources.

The Library Director, or his or her authorized designee, is authorized to terminate any user's access if the user has failed to comply with the library's Internet and Computer Use Policy and/or related rules.

- A. Initial Violation: Users observed violating this Internet and Computer Use Policy will be asked to cease the violation with a verbal warning. If the user does not comply with the request, the user's access to the library's computing resources shall be terminated for the day. If the user refuses, the police may be called, and the user's access to library computing resources may be terminated for a longer period, or the user's access to the library may be suspended, as determined by the Director or Director's authorized designee.
- B. Subsequent Violation: The Director or Director's authorized designee may further limit or revoke the patron's library privileges if infractions continue. Such limitation or revocation shall be in writing specifying the nature of the violation. Subsequent violations of the same rule shall result in additional suspensions of increasing length.
- C. Violations Affecting Safety and Security: If the violation of the library's Computing Resources Policy affects safety or security, or is a violation of law, the library has the right to immediately call the police and terminate the user's library computing resources or other library privileges without complying with the procedures outlined above. Illegal acts involving the library's computing resources may be subject to prosecution.

- D. Any user who is denied access to the library's computing resources may file a written appeal of the Director's or Director's authorized designee's decision by sending an appeal in writing to the president of the Library Board within 10 business days. The Library Board will render their decision within 60 days of receipt of the appeal. The decision of the Library Board is final.

Children and the Internet

- A. It is the responsibility of parents and/or legal guardians to supervise their minor children when using electronic equipment. Parents and legal guardians assume responsibility for deciding which library resources are appropriate for their minor children, and should discuss the responsibilities of usage with their children.
- B. The Michigan Legislature mandates that the library restrict Internet access to minors with regard to obscene and sexually explicit materials deemed harmful to minors. Therefore, in accordance with Section 6 of the Michigan Library Privacy Act (PA 212 of the Public Acts of 2000), access to minors (those under the age of 18) is filtered to block sites that are obscene or contain sexually explicit material that is harmful to minors. These technology protection measures are in place on all library computers and used for all internet access. However, this software cannot block chat, blog or email content.
- C. To prevent minors or others from viewing obscene or sexually explicit material that is harmful to minors, public internet computers are placed in high-traffic, visible areas of the library.
- D. Library staff does not directly or remotely monitor anyone's use of the computers, including minors. However, library staff will respond to reports of patrons viewing, printing and/or downloading matter that is considered harmful to minors by:
1. Advising the patron that a report or complaint has been received.
 2. Verifying age of the patron.
 3. Informing the patron that this matter may not be accessed at the Library.
 4. Informing patron that failure to comply with this policy will result in a loss of library privileges.

Staff Assistance

- A. Staff may assist patrons in getting started on the Internet. However, the Library cannot guarantee that Internet-trained staff will be available to assist patrons at all times the Library is open. Because of the many different applications available on the Internet, staff may not be able to provide specialized or technical knowledge about a particular application.
- B. Staff may also assist patrons with other computer applications to the extent that time and their individual computer knowledge allow.

Printing

Printing is provided for a fee. Patrons must pay for printing in advance or place money on their account for future printing.