

INTERNET AND COMPUTER USE POLICY

INTRODUCTION

This document is a policy for the management of the Internet and computer resources at the Wabash Carnegie Public Library (WCPL). It reflects the mission of the library and indicates the parameters by which the computer resources are to be used.

The WCPL has the right to set and enforce the following rules concerning the use of the library's computer resources by persons of all ages. If individuals violate these rules in any way, they may be asked to leave the library for a specified period of time and their right to use the library's computer resources may be revoked. Individuals using library computing resources for illegal purposes may also be subject to prosecution.

MANAGEMENT OF COMPUTER RESOURCES

Public Access

Access to information in electronic format is provided through public access computers, including the Internet and several software applications.

Time Limits

In order to maximize the availability of the computers to all users, time limits will be imposed on the use of computer resources. A patron's session on the computers lasts 60 minutes with additional time if no patron is waiting to use computer. The maximum time per day for patron in regards to sessions is 180 minutes. Certain exceptions may be allowed for patrons taking exams or classes online, doing required court work, etc as allowed by staff at Information Desk. Computer use will be managed in a manner consistent with the library's Patron Behavior Policy, which is posted in the library. The Cassie software system will keep track of remaining time. There is a warning time of 5 minutes before the session ends.

In order to keep Cassie Account Card private, a current photo ID is required if a patron needs to acquire a new password after changing the password the first time.

With the Cassie system, reservations cannot be made over the phone. If all the computers are busy, one can sign in for a computer at the Waiting List kiosk computer between the Circulation Desk and Information Desk. Follow the instructions. Buffer between reserved computers from waiting list kiosk is five minutes. The grace period before a reserved computer from waiting list kiosk is forfeited is five minutes.

Stored Information

Any information stored by a user on the library's public access computers will be removed immediately once user is logged off. Library provides flash drives for a fee of \$5.00 to save stored information or patron can save to a Google Cloud.

Children's Room

The computers in the Children's Room are reserved for the exclusive use of children and young adults through middle school age. An adult care giver may assist a child in the use of a computer, but may not make use of a separate computer. An exception is assisted computer use for instructional purposes.

Adult Reference Area

The computers in the Adult Reference Area are reserved for the use of high school students and adults.

While using the computer resources of the Wabash Carnegie Public Library, persons of all ages shall:

- I. not violate copyright laws and licensing agreements pertaining to software, files, or other resources obtained via the Internet;
- II. not harass or slander other persons or parties;
- III. not interfere or impede the use of computers by others;
- IV. not violate Federal, State, or local laws or regulations.
- V. not download programs onto the computer without approval of the Information Services Manager.

Adult Reference Area Sound

To avoid disruption to other patrons, the adult computers must be kept on mute. The library has limited supply of headphones available for patrons taking online courses that require sound

INTERNET SAFETY

In compliance with the Neighborhood Children's Internet Protection Act (NCIPA), the Wabash Carnegie Public Library will employ appropriate measures designed to restrict access by minors (anyone under 18 years of age) to inappropriate matter on the Internet and the World Wide Web.

Minors shall be monitored by library staff, and shall not disclose, use, or disseminate personal identification information on the Internet. Further, persons of all ages shall:

- I. not display or disseminate sexually explicit or sexually suggestive (obscene/pornographic) material or language that is abusive or harmful to minors;
- II. not use electronic mail, and other forms of direct electronic communications for purposes that are inappropriate to a library setting;
- III. not alter, damage, or disable computer software configurations and equipment by unauthorized access, including hacking and the propagation of computer viruses;
- IV. not engage in any and all other matters which the library, in its sole discretion, and in consideration of the best interests of the public, determines to be an unacceptable purpose.

DISCLAIMER

The WCPL cannot manage all the information resources on the Internet, as it is an unregulated global entity. Therefore, it is technically impossible to prevent access to resources that may be inaccurate, defamatory, illegal, or potentially objectionable to some people.

The library assumes no responsibility for any loss, damage, or injury arising from the use of its computing resources, nor for the accuracy, nature, or quality of the Internet access it provides. This includes damage or injury sustained from invasions of the user's privacy.

It is the responsibility of parents and guardians to determine whether to place restrictions on their own minor children in the use of the Internet.

Approved by Board of Trustees

2/14/13, 6/17/14, 11/18/14, 1/19/16, 12/19/17; 10/17/18; 11/19/19; 12/15/20