

# COMPUTER AND INTERNET ACCESS AT THE ST. CHARLES PUBLIC LIBRARY

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## **Nature of the Internet**

As an unregulated medium, the Internet differs from the Library's collection in that it is not organized, cataloged or evaluated by the Library staff.

The Library has no control over the Internet and its resources and assumes no responsibility for the quality, accuracy or currency of any Internet information.

The Internet may contain material of a controversial nature. Not all sources on the Internet provide information that is current, accurate, unobjectionable or complete. Some content is obscene and/or harmful to minors. Although Library computers have filtering software, the Library does not guarantee protection from controversial material. Parents or guardians of minors must assume responsibility for their children's use of the Internet through the Library's connection.

Wireless Internet access is available throughout the Library building, to eligible users who have the necessary devices and software, via an open, unsecured network.

## **Staff Assistance**

Library staff provides limited assistance for basic start up and navigation. When Technology Center staff are available, they may provide additional assistance. Library staff do not assist patrons with any online financial transactions. Computer classes are offered at various times. Ask for details at the Reference Desk.

## **Internet Permission**

Parents or guardians take responsibility for their child/student's Internet use.

## **Privacy of Patrons Records**

All Library records identifying the names of patrons with records of use of specific library materials and electronic resources are confidential in nature and will not be made available to any person or agency, including governmental authorities, except pursuant to authorized process, order or subpoena, according to law.

## **Use of Internet & Library Computers**

- Use of the computers is on a first come, first served basis.
- Up to two people may work together at a computer, one person per chair.
- The Library does not provide data storage. Library computers are erased upon restarting.

- If patrons choose to save files they must provide their own storage devices or purchase a USB Flash Drive at the Reference Desk or at the Youth Services ASK ME Desk. Data downloaded from the Internet may contain computer viruses. The Library is not responsible for damage to any patron's equipment, or any loss of data, damage or liability that may occur from the patron's use of the Library computers.
- The Library assumes no responsibility for any activities conducted by users of the Library's computers or by users of the Library's wireless network.
- Patrons risk loss of Library privileges if they access sites that are illegal (for example, gambling,) or are disruptive to the use of the Library by other patrons because of offensive content (for example, pornography, racism, etc.). All computers are monitored by Library staff.
- Library computers may be used only for legal purposes. Unacceptable use includes, but is not limited to: harassment, libel or slander; destruction, modification or damage to equipment, software or data; accessing websites that are harmful to minors or depict child pornography (any visual depiction [that] is or appears to be, of a minor engaging in sexually explicit conduct); disruption or unauthorized monitoring of electronic communications; unauthorized copying of copyright-protected material; unauthorized access, including hacking and other unlawful online activities.
- Patrons may not modify or remove any equipment. If equipment maintenance is required, please inform the staff. Do not attempt maintenance on the equipment.
- Patrons must not attempt to circumvent computer session controls or security measures.
- Library equipment and staff may not be used to illegally alter the content of documents or photos or to perform any other illegal activity.
- Computers on the automated reservation system shut down approximately 5 minutes before the Library closes.
- Food and beverages are not allowed in the Technology Center.
- As a consideration to other people using the Library, please keep conversations brief and quiet, and silence cell phones.
- The Library reserves the right to terminate a patron's computer session if the patron is in violation of the Library's Patron Code of Conduct or these procedures.
- The wireless network shuts down one hour after the Library closes.
- Microsoft Office and additional software are available on all Internet computers.
- Non-cardholders should be prepared to show a staff member a photo ID upon request.
- Library Cards are not transferable.

#### **Adults and High School Students SIGN In**

- Technology Center Stations are for the use of adults and high school students with St. Charles Library cards in good standing.
- Young Adult (YA) Internet Stations on the Mezzanine are available only to high school age.
- Info Commons Stations are available to all adults and high school students.
- Guest Passes for Internet access are available upon request from staff with the presentation of a photo ID.
- Research computers are available for everyone on the main level and have Microsoft Office, the Library's online resources and catalog.

### **Elementary and Middle School Students SIGN In**

- Computers in the Youth Services Information Commons are for the use of preschool children and students in elementary and middle school and their parents/caregivers.
- Children preschool through grade 2 may use computers when an adult/caregiver remains at the computer.
- Parents/caregivers may use the computers in the Youth Services Information Commons when their children are in the Youth Services Department or attending programs.
- Up to two computers may be in use by parents/caregivers at any time.
- Guest Passes for Internet access are available upon request at the ASK ME Desk.
- Children and students have preference at all times. Parents/caregivers will be given five (5) minutes to close out a session when a child or student is waiting.
- A student will be able to access the Internet in its entirety, including the ability to enter URLs of the websites they wish to use.
  - Express computers are available to all students and parents/caregivers.
  - Parents are responsible for their child/student's Internet use.
  - Research computers are available for everyone on the main level and have Microsoft Office, the Library's online resources and catalog.

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