

Niles District Library Policies on Library Collections and Services Policies on Computer and Internet Usage

Approved by Niles District Library Board of Trustees

A. Purpose

:to further the mission of the Library by providing access to computers and the vast information resources of the Internet so that users may satisfy their curiosity, expand their knowledge and flourish individually and as a community.

B. Statement on Nature and Content of Internet

1. As an information resource, the Internet enables the Library to provide information beyond the limits of its own collection. It allows access to ideas, information and commentary from across the world that can be personally, professionally and culturally enriching.
2. The Internet is a global, unregulated medium. Not all sources on the Internet provide information that is current, accurate, or complete. The Library is unable to control or monitor the content of materials on the Internet as it changes quickly and without warning.
3. Users should evaluate Internet resources just as they do printed publications, questioning the validity of the information.
4. Users are cautioned that ideas, point of view, and images can be found on the Internet which are controversial, divergent and inflammatory. The provision of access does not mean or imply that the Library endorses or sanctions the content or point of view of any of the information or commentary which may be found on the Internet.
5. Users should be aware that material on the Internet and the World Wide Web is copyrighted. It is the user's responsibility to be aware of the display of any notices concerning the copyright of information on the Web and to respect the copyright laws of the United States.

C. Rules of Usage

1. All public access computers are provided with the understanding that it is the individual user's responsibility to demonstrate judgment, respect for others, appropriate conduct and compliance with rules of usage (see below) while using Library resources and facilities.
2. Usage of the library's computers implies acceptance of all library policies and rules, including those specifically regarding computer usage and all others that may be applicable.
3. Users are advised that although the library urges users to respect the sensibilities of others, absolute privacy for computer users in the Library cannot be guaranteed.
4. Parents are responsible for monitoring their children's computer usage to ensure compliance with rules of usage.
5. At no time shall any Library resources be utilized for any illegal purposes.
6. At no time shall any Library resources be utilized to obtain access to materials that are obscene or constitute child pornography.
7. Users shall not make any attempt to gain unauthorized access to restricted files or networks, or to damage or modify computer equipment or software.
8. Users may be required to sign in and out of computers at a service desk(s).

9. Users may be required to show identification verifying their age.
10. Some computers may be restricted to use by Niles District Library residents and/or card holders.
11. Computers are available on a first-come, first serve walk-in basis.
12. Time limits may be set to ensure availability to a greater number of patrons.
13. Users must stop using a Library computer and/or WIFI access immediately whenever asked to do so by a Library employee.
14. Staff may limit the number of patrons using a computer depending on space availability and noise level.
15. Prompt payment is required by users who incur charges for printing or other authorized fees.
16. The library reserves the right to impose additional rules and limitations on computer usage as deemed necessary by the Director.
17. In order to facilitate enforcement of rules, the library closely monitors all activity on library owned computers. This is done both by observation and through use of technology which allows staff to view patron's screens on staff's computers

D. Juvenile Access to Computers

1. In order to comply with The Library Privacy Act the Library restricts Internet access for minors by utilizing a method of monitoring.
2. The library's Patron Conduct policy states that a "parent/guardian or other responsible care giver must accompany and directly supervise children ages nine and under in the library at all times." Therefore, children ages nine and under may not use the computers unless accompanied by a parent, guardian or other responsible care giver.
3. Juveniles ages ten through seventeen may use only those computers in areas of the library designated for juveniles unless accompanied by a parent or legal guardian.
4. Anyone utilizing computers in areas designated for juveniles is prohibited from viewing sexually explicit matter that is harmful to minors. This is in addition to all other limitations and prohibitions mentioned elsewhere in this policy.
5. Juveniles under the age of eighteen who are accompanied by a parent/guardian or other adult (age 18 or older) caregiver may use computers in either areas designated for juveniles or in the adult area. When accompanied juveniles use computers in the adult area the adult takes full responsibility for ensuring appropriate use of the computers by the juvenile.
6. Library staff may limit the use of computers in the areas designated for juveniles by requiring that users are juveniles.

Approved May 20, 2003
Revised September 21, 2004 (F1 added)
Revised September 21, 2010