Chelsea District Library
Policy & Procedure

Policy Section: 4. Facility and Equipment
Board Approval Date: September 21, 1998
Board Approval Date: November 20, 2007
Revised: October 20, 2015
Revised: January 16, 2018

Subject: 450 Internet Access and Public Computing Use

Background:
Chelsea District Library provides this community access to the Internet and public computers as a limited resource and a privilege for educational, informational, and recreational purposes. All users of the Internet and public computers must use these library resources in a responsible and courteous way, consistent with the purposes for which they are provided, and follow all rules, regulations and procedures established for their use including, but not limited to, those of the Library.

The Library attempts to provide a secure and virus-free computing environment on all public workstations. In this effort, all workstations are equipped with virus-checking software, security protocols, and standard software to provide for the general needs of the users.

The library assumes no responsibility for any damages, direct or indirect, arising from its connections to the Internet or use of the public computers. No guarantees, either expressed or implied, are made by the library with respect to the quality or content of the information available on the Internet. Not all the information available is accurate, current or complete. Users are encouraged to be good information consumers by evaluating the validity of information accessed via the Internet. In compliance with Michigan's Public Act 212 of 20001, the library provides a filtering system for use by children (under the age of 18 years).

Policy:
Access

- Library users access the Internet and public computers at their own discretion and are expected to abide by this policy and Chelsea District Library Policy 430: Patron Behavior Policy.
- Library computer users may not access internet images considered "harmful to minors" on computers where children are present.

Use:

- Library cards, Internet access cards (guest passes), or library barcode numbers may not be used by anyone except those to whom they are registered.
- Users under the age of 18 using library computers must use the "filtered internet" option unless accompanied by an adult or legal guardian.
- Internet and public computer resources are provided equally to all library users, therefore session limitations and waiting queues may be required.
- All public computers are available whenever the library is open; wireless access is available 24/7 unless the library is experiencing technical or other service difficulties.
- Guest passes for users of all ages are filtered.
- All computer access must be used in a responsible manner, respecting the rights of others around them.
- Illegal activity as is defined by applicable local, state or federal law is prohibited. Any activity intended to disrupt or damage computers, equipment or network services is prohibited and subject to prosecution for violation.
- Internet users are cautioned that security on the Internet cannot be guaranteed. All transactions, files, and communications are vulnerable to unauthorized access and use, and therefore should be considered public.
- Users may print to either a black & white or color laser printer for a nominal fee. Saving files to a workstation hard drive is prohibited; personal storage devices are allowed.
- Headphones are attached to each public workstation and users are allowed to use their own.

Privacy:

Librarians and computer volunteers are available to help as much as time and their expertise allow.

- The library, as in other aspects of library service, respects the privacy of all individuals in their use of information resources.
- Users should respect the privacy of others when using the public computers and should be sensitive to others' values and beliefs when accessing potentially controversial information and images.
- The library does not monitor or maintain records of users' Internet transactions, content or websites.
- Privacy screens are available by request and may be required at the discretion of the library staff on all public computer workstations.
- Behavior of a computer user inconsistent with this policy, library practice or procedure may result in warnings to the user that their behavior is not acceptable and an explanation of what is acceptable. Further failure to abide by library policy, practice, or procedure may result in loss of computer access and/or loss of library privileges pursuant to Chelsea District Library Policy 430: Patron Behavior Policy.
- Users who feel wrongly accused under this policy may make an appeal pursuant to Chelsea District Library Policy 170: Right of Appeal.

- Any behavior or actions that staff reasonably suspect may violate local, state, or federal law will be immediately reported to the local police department for prosecution.

Anne Merkel, Board Secretary
1-16-18
Date