

## COMPUTER & INTERNET USE POLICY

### □ **Mission Statement**

The mission of the Bloomington Public Library is to provide access to high-interest, high-demand, informational, educational, cultural, and recreational library materials and services in a variety of formats and technologies; to stimulate a desire to learn in children and encourage lifelong learning for all ages; and to be responsive to the needs of the community with useful and timely access to knowledge, information, and resources.

In support of its mission the Bloomington Public Library offers computers and Internet access to Library patrons in support of the widest possible diversity, views and expressions; ensuring access to all avenues of ideas, to as many Library patrons as possible.

### □ **The Internet**

The Internet is an unregulated medium connecting people and information sources from around the world, forming a constantly changing community. Not all sources on the Internet provide information that is current, accurate, unobjectionable or complete. Some materials on the Internet are obscene and/or harmful to minors. The Bloomington Public Library is unable to control or monitor the content of materials on the Internet.

### □ **Computer/Internet Access Service**

- The Bloomington Public Library offers free access to computers and the Internet. Visitors may use their valid Bloomington or SWAN library card or they may request a free Internet use card to access these resources.
- The library filters Internet access to block obscene and pornographic materials as well as content dangerous to library computers. Filtering is by no means foolproof and may inadvertently allow content intended to be blocked to be viewed, or block unobjectionable content. In the event of unobjectionable materials being blocked, staff may open access to make the information available at the patron's request.
- The library provides two computer labs with computer access. The Adult Computer Lab is open to patrons of all ages. The Youth Services Lab is open to patrons age 17 or younger, and parents and/or legal guardians accompanying minor children under the age of 17.
- The library allows parents of minor visitors to permit or block access to our Internet computer stations.

- The library offers Express Stations for guests and patrons to quickly access our computer resources without signing in. These stations provide all the services available in the Adult Lab and are available for patrons 18 or older.
- There may be times when a Library patron may not be able to access a given site on the Internet due to circumstance beyond the control of the Bloomington Public Library.
- Library staff will be glad to assist our patrons in using the Internet as time allows. In the event Library staff is not familiar with specific programs or capabilities, the patron will be responsible for learning the needed skills.
- The Bloomington Public Library does not provide electronic mail accounts, Usenet newsgroups, real-time discussion/chat, or internet telephony.
- The Bloomington Public Library is not responsible for lost internet use cards or the value stored on them.
- Value may be transferred from one Internet use card to another, provided the card was registered to the user.
- Patron data is routinely removed from computers after the patron's use. The library is not responsible for either the security of private information entered onto the computer or the retrieval of lost information.
- Wireless Internet access is available to patrons. Staff will be glad to check the status of the wireless network but cannot assist patrons with their laptops or wireless devices.
- The Bloomington Public Library is not responsible for the security of information sent across our public wireless network or for risks to patron computers or wireless devices.
- Available data ports are for library equipment. Patron's devices may access the library network through available wireless networks only.

□ **Guidelines for Use**

- All users of Internet access at the Bloomington Public Library are expected to act responsibly, consistent with these guidelines. The viewing or downloading of obscene materials is not permitted. Any violation of these guidelines, the laws of the State of Illinois, and/or federal statutes may result in the suspension of Internet access privileges and/or reporting to an appropriate legal authority.

- It is the intention of the Bloomingdale Public Library to provide its patrons with tools that will enable them to manage their own use of the Internet access provided by the Library.
- Data downloaded from the Internet may contain computer viruses. Every patron is responsible for maintaining virus-checking software on his or her personal computer. The Bloomingdale Public Library is not responsible for damage to any patron's disk or computer, or any loss of data, damage, or liability that may occur from the patron's use of Library computers.
- The Bloomingdale Public Library does not condone the unauthorized reproduction of copyrighted materials, in any format. Unauthorized reproduction includes copying done beyond that which is permitted under the Copyright Act, or sharing/posting of copyrighted materials if it is done without permission and/or payment of royalties. Compliance with the Copyright Act is the individual responsibility of every patron, and liability for any violation rests with the patron.
- Reservations for Internet use sessions will not be accepted. Internet use is on a first come, first served basis, with a one-hour time limit. If no one is waiting, usage time will be automatically extended in one-hour increments until library closing.

□ **Conditions Governing Use**

- By signing a Bloomingdale Public Library Card or by accepting the Acceptable Use Agreement when logging on to a library computer, a user agrees that he or she has read the Library's Internet Use Policy and agrees to abide by it and future versions of the policy as a condition of using the Library's Internet access.
- A minor patron's parent or legal guardian must sign a Bloomingdale Public Library Patron Registration Agreement, indicating that both the parent or guardian and the minor patron have read the Library's Internet Use Policy, agree that the minor may use the Library's Internet access service, and that the minor patron will abide by it and future versions of the policy as a condition of the minor patron using the Library's Internet access service and elect whether the minor patron's Internet access is to be "Unrestricted," or "Restricted." A signed agreement without an election is not a valid agreement and the minor patron will not be allowed to use the Library's Internet access service.
- Internet use is on a first come, first served basis, with a one-hour time limit. If no one is waiting, usage time may be extended in 1 hour increments. If the lab is full, the reservation station will allot computer assignments.

- By using the Internet through the library, patrons agree not to use the Internet for any illegal activity or to post or transmit any unlawful, threatening, abusive information including, without limitation, any transmission constituting or encouraging conduct that would constitute a criminal offense or give rise to civil liability.
- All patrons must be able to show valid identification or their Internet Use Card upon request of library staff in order to prove eligibility for computer use.

□ **Wireless Internet Access**

In addition to wired Internet access using a Library provided desktop computer, the Bloomington Public Library also offers wireless "WiFi" access to the Library's Internet. Most users may simply bring their wireless-enabled laptop computer or other wireless device to the Library and turn it on. However, the Library can make no guarantees as to compatibility of your equipment with the Library's network.

The entire building is wireless accessible however signal strength may vary and is not guaranteed. The Library does not provide wireless cards. Please note that the Library cannot assist you with your laptop, card, or configuration. The Library cannot accept the liability of handling your equipment.

□ **In House Technology Use Policy**

- Some electronic equipment has been made available for patrons 18 or older to use throughout the building.
- The Reference, Youth Services, and Computer Services departments all have equipment available for in-house checkout.
- A valid Bloomington library card, driver's license, military ID, or state ID is required to checkout equipment.
- Laptops, tablets, and other devices reserved in this manner may be used in any of the public sections of the library but can not be removed from the building.
- Equipment will be checked out in 2 hour increments, which may be extended if no one is waiting to use the device.
- Patrons assume full responsibility for the equipment when using it.

□ **Compliance with Library Policy and Guidelines**

Violation of the policies and regulations that govern the use of the Library's computer resources may result in suspension or loss of the privilege to use these resources. Any illegal activity involving the Library's computer resources will be subject to prosecution by the appropriate authorities.

Adopted by Library Board of Trustees  
December, 1995

Revised: July, 1999; November, 2004; April 11, 2007; February 2015; 9/11/19