Computers/Internet/Wi-Fi Policy—Perry Carnegie Library

INTERNET VISION STATEMENT

Perry Carnegie Library is a broad-based community center, not only for storage and retrieval of much information, but also a center for learning and literacy in both the printed and electronic media. The library will strive to keep current with bandwidth, software and internet speed connection to meet the technology needs of our patrons.

INTERNET AFFIRMATIVE STATEMENT

- The library is committed to providing its customers with the latest advances in information technology.
- Perry Carnegie Library has a 5-year Technology Plan available for viewing.
- Library staff will be happy to assist patrons in finding credible information.

Patron's devices (Laptops, Phones, Tables or other Technology).

- Library staff is not permitted to troubleshoot or handle laptops or other equipment not owned by the library.   Library staff is not allowed to configure patrons' laptops or tablets, nor can they provide more than general assistance in getting connected to the wireless network.
- Library staff is not permitted to touch patron's electronic devices to mitigate liability issues.

INTERNET SAFETY AND TECHNOLOGY PROTECTION MEASURE

- Perry Carnegie Library enforces routine Internet safety measures. The library subscribes to a filtering service. This filtering service attempts to protect against Internet access by both adults and minors to visual depictions that are obscene, pornographic or harmful to minors.
- The Library strongly encourages that children using the Internet should be supervised by a responsible adult.
- The Library will monitor online activity of minors but will not track Internet use of any identifiable minor or adult user.
- Parents will be notified if their children view obscene, lewd or pornographic images on the computers at the library and we are aware of the event.
- The library recommends never giving out personal information on email or social media.

PRIVACY ISSUES

Users have the right of confidentiality and the right of privacy. However, security is technically difficult to achieve and the computer is located in a public area. The library cannot guarantee privacy or confidentiality. Please remember to log out of banking, email and other sites with personal information.

FILTERING DISCLAIMER

Perry Carnegie Library does not endorse information found on the Internet. The library subscribes to a filtering service for all library computers.   This filtering service limits the amount of pornographic or obscene materials available on the Internet, but filtering is not completely effective. The library does not edit what is made available or filtered out by this service.

PROTECTION OF LIBRARY PROPERTY

Misuse or abuses of the computer or Internet access will result in suspension of Internet access privileges. Persons using this equipment agree not to make any changes to the setup or configuration of the software or hardware.

PROHIBITED BEHAVIORS

- Use the workstations to gain access to the library's network of computer systems or to any other network or computer system.
- Make any attempt to damage computer equipment or software.
- Install, download or delete any software in the library's computers.
- Violate copyright laws or software licensing agreements in their use of library workstations.
- Use any library workstation for any illegal or criminal purpose.
- Engage in any activity that is deliberately and maliciously offensive, libelous, or slanderous.
- Harass other persons or parties.
- Viewing of certain materials in the public library that are considered to be pornographic or lewd will not be tolerated. The library reserves the right to end an Internet session at any time. The library reserves the right to ban individuals from using the library computers, or Wi-Fi in the library for a definite or unlimited period of time.
- Use another person's card or identity to use the internet, Wi-Fi or computers.

PUBLIC ACCESSIBILITY

- Internet or computer users must be computer literate and require minimal assistance.
- Internet users must have a library card. Internet/computers users will be limited to one hour with an extra half hour if no one is waiting.   Guests will have a courtesy use of one half hour. Guests are those who have just moved to Noble County or Intermittent users from outside Noble County.
- The limit on the computer is for computer usage rather than internet usage.
- Children 10 and under must be accompanied by an adult.
- Adults using the computer-based resources are responsible for the behavior of any accompanying children.
- Before printing, click on the "Print Preview" to determine if printing is set up properly.

Black and White Prints from Computers	Color Prints from Computers
The charge for printing is 25 cents and printing and retrieving 10 or more prints at one time will be 15 cents per page.	75 cents a page. The staff will print from staff computers.

- The staff will print color prints off the employee terminals for patrons. We will not insert a non-library USB into staff computers. The document must be e-mailed to the employee or a URL must be provided.
- Power to all computers will be turned off 15 minutes prior to closing.
- The undersigned acknowledges they have read and understands this policy. For users under 18, the undersigned parent or guardian assumes complete responsibility for the Internet activities of their child.

Patrons who have a balance of more than $5 in overdue fines or have item(s) checked out that are more than one week overdue are not allowed to use the computers.

<div align="center">Wi-Fi</div>

Information passing through the Library's wireless access is not secured and could be monitored, captured, or altered by others. There are risks involved with connecting to a public Wi-Fi, such as viruses, malware, loss of data, or hacking. The library user assumes all risks. All Wi-Fi users should have up-to-date antivirus software installed on their devices.

The library reserves the right to limit the amount of Wi-Fi access per person per day.

The same policies from Internet/Computers apply to devices using the library's Wi-Fi.

Approved by the Library Board/City Council October 16th, 2017