

# **Ontario Public Library**

## **Policy 4000.2**

### **PUBLIC USE OF LIBRARY COMPUTERS, NETWORK, WI-FI INCLUDING INTERNET**

#### **Purpose and Scope**

The Ontario Public Library provides public access to the internet as one resource to fulfill the mission of the Library. The internet expands the scope of information available at the Ontario Public Library. It is, however, an unregulated medium that changes constantly and unpredictably. The Library is not responsible for the quality or accuracy of information found on the internet. Users are responsible for evaluating information received via the internet.

As a member of OWWL Library System (OWWL), the Ontario Public Library delivers internet access through via OWWL. Compliance with the Children's Internet Protection Act (CIPA) is also provided through OWWL.

Anyone with a valid OWWL Library card who owes less than \$5.00 in fees may use their library card to login to a computer. Cardholders with fees totaling \$5.00 or more, as well as patrons without a library account, may obtain a guest pass to login to the computer.

Patrons can only use their own library card to access the Library's computers. Use of another individual's library card may result in confiscation of the card and/or the removal of the violating patron's access to Library computers.

As with any library resource, parents and guardians are responsible for supervising their children's use of the internet. Parents are encouraged to discuss safety precautions with their children.

#### **Acceptable Use**

All people using the Library's computers must agree to the Library's policies and rules governing the use of the Library's computers. In accordance with federal and state laws and regulations, computer users are not permitted to access the internet in the library for any illegal or criminal purpose.

Use of public computers on the library network with connectivity to the internet through OWWL Library Systems is also subject to the OWWL Library System Access Policy Member Library Agreement.

No more than two people are allowed at a single computer at a time; staff reserves the right to deny computer users from using a second chair reserved for a different computer station. Both individuals will be held accountable for any damages or rule infractions.

Users may not make any changes in any program setup or the hard drive configuration. Patrons may save files to a computer but assume responsibility for the content and privacy of said files.

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Any files saved to the computer are deleted and will be lost once the computer user closes the session ("logs out") or computers are shut down.

### **Staff Assistance**

Library staff are trained to provide limited support and will assist patrons as time allows. Training on general use, and use of Library resources is available. Training shall be available through library-sponsored classes, technology time sessions, individual training sessions (of up to 30 minutes duration) with staff based on staff availability, and/or online tutorials. In-depth training in use of technology or development of technical skills is not available.

Users should immediately report any problems with public-use equipment to staff.

### **Rights of Users**

Public access computers are located in public areas shared with library staff and visitors of all ages, backgrounds, and sensibilities. Individuals are expected to consider this diversity and respect the rights of others when accessing potentially offensive information or images.

The internet is not a secure medium and all transactions, files, and communications may be subject to unauthorized access by third parties. The Library does not, as part of its regular practice, retrieve any information, including websites visited, passwords, credit card numbers, or any other information a visitor has entered. Public computers are programmed to erase all customer-use records, except those essential for Library business operations.

### **Suspension of Library Privileges**

The user is held responsible for his/her activity on the Internet.

Persons who do not follow these rules may be prohibited from using computers or other library equipment, have their library privileges suspended, be barred from the Library, and/or be prosecuted for illegal activities.

### **Wireless Access**

The Ontario Public Library offers free wireless internet access for use with laptop computers and other wireless devices. While the Library's content filtering software applies to wireless usage, the public wireless network is accessible for all ages without restriction.

The Library assumes no responsibility for any alterations or interference with a device's configuration, operation, or data files resulting from connection to the wireless network. Due to insurance limitations and warranties, library staff members cannot configure patrons' devices.

- Virus and security protection is the user's responsibility.

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- The Library assumes no responsibility for damage, theft, or loss of any kind to a user's equipment, software, data files or other personal property brought into or used at the Library's facilities.
- The Library cannot guarantee that the wireless service will be available at any specific time.
- The connection shall not be used for illegal or time-consuming commercial purposes, or for purposes that infringe on other patrons' access to equal bandwidth.
- Patrons shall defend, indemnify, and hold the Ontario Public Library, its officers, employees, and agents harmless against all claims, actions, and judgments based upon or arising out of the patron's use of the wireless connections.

### **Policy Subject to Revision**

This policy on the "Public Use of Library Computers, Network, Wi-fi including Internet" may be revised by the Trustees of the Library from time to time.