Lyons Public Library Technology Use Policy

The Lyons Public Library provides public access to the Internet as one resource to fulfill the Library's mission. The Internet expands the scope of information available at the Lyons Public Library. However, it is 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. The Internet is not a secure medium and all transactions, files and communications may be subject to unauthorized access by third parties.

Adult Usage
Any adult patron (ages 13 and older) with a valid OWWL card, owing a balance of less than $5, is considered to be in good standing. If the patron's account is blocked due to excessive fines, overdues or lost/damaged items, they must resolve the issue before use will be granted.

Children's Usage
Parents/guardians are responsible for determining whether their child, those under the ages of 13, may use a library computer when completing a library registration card. Parents are encouraged to discuss safety precautions with their children. The Pioneer Library System provides content filtering to ensure its libraries are in compliance with the Children's Internet Protection Act (CIPA).

Using Other Patrons Cards
Patrons are not permitted to check out library computers using library cards belonging to others. Use of another individual's library card may result in confiscation of the card or in removal of the violating patron's access to Library computers.

Guest Pass – Library patrons will be allowed a 1-time use without their library card. An alert will be put on their record noting this action. Out-of-town visitors are welcome to use the Internet computers and can check out a computer using a guest pass. If you plan on using the public computers frequently, please get a free OWWL card.

Availability of Library Computers
Computer use is on a first-come first-served basis and there are no reservations. There is no time limit but patrons who have been on the longest may be asked to stop using a computer, if there are other patrons waiting. The computer connected to the color/printer scanner is limited to 1 hour. Users will receive a warning at 15 minutes, on the monitor, before closing that the computers will automatically shut down at 10 minutes before closing.

Acceptable Computer Use
All people using the Library's computers must agree to the Library's policies and rules governing the use of the computers. No more than 1 person is allowed at a computer. Permission for more than 1 person to use the computers will be granted at staff discretion.

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. Computer users are encouraged to use USB/thumb drives to save their files. The Library does sell these drives if a patron needs one. Any files saved to the computer will be lost once computers are shut down at the end of each day. Library staff is authorized to delete any patron files, including documents, photos, videos, and music files, during routine maintenance of Library computers.

Staff Assistance
Library staff is trained to provide limited support and will assist patrons as time allows. Only staff members may install new software onto the public access computers as needed by users. Acceptable software is determined by the staff member. Users should immediately report any problems with equipment to staff.

<u>Rights of Users and Suspension of Privileges</u>
The Library's computer terminals are located in public areas that are shared with library staff and users of all ages, backgrounds and sensibilities.   Patrons who access the Internet and use the computers in the library are expected to respect the privacy and rights of others and use the equipment and software that is provided in a lawful way.

The library has the right to restrict use to any patron who does not abide by local, state or federal law, Library policies or rules of conduct within the building. The access to and transmittal of items that may be deemed threatening, obscene or unlawful is not permitted. This includes, but is not limited to, activities such as viewing child pornography, committing fraud, hacking, unauthorized access, or spreading libel or slander. Users can also have their library privileges suspended, be barred from the Library and/or be prosecuted for illegal activities.

<u>Copyright, License and Legal Restrictions</u>
Copyright, license and legal restrictions may apply to programs and data that can be accessed by Library computers. Patrons may only make copies allowable by copyright laws or licensed software agreements. Library staff will not assist patrons with the copying or downloading of content protected by copyright law, including but not limited to software, music, movies, and video games.

<u>Wireless Access</u>
The Library provides wireless Internet (Wi-Fi) access as a free public service. Users of the Library's Wi-Fi must comply with all guidelines in the Library's Technology Use Policy, as well as with any procedures developed by Library staff.

Users are responsible for setting up their equipment to access the Library's Wi-Fi network. Library staff can only provide limited technical assistance and neither the Library nor the staff will assume any responsibility for personal hardware configurations, security or changes to data files resulting from connection to the Library's Wi-Fi network.

Patrons should be aware that, as with other public Wi-Fi networks, the Library's Wi-Fi is not secure. Any information transmitted may potentially be intercepted by another computer user.

<u>3D Printing</u>
The Library's 3D printer is available to the public to make three-dimensional objects in plastic using a design that is uploaded from a digital computer file. Only designated Library staff, volunteers, and patrons who have gone through a training and signed a separate agreement form will have hands-on access to the 3D printer.
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The Lyons Public Library reserves the right to revise this policy at any time.

Revised – 3/27/2001, 6/18/2002, 9/16/2003, 2/15/2005, 4/25/06, 8/19/08, 2/20/2018
Board of Trustees, Lyons Public Library