



Lyons Public Library

Internet, Computer, and Technology Policy

The Lyons Public Library provides public access to the Internet as one resource to fulfill the library's mission. 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.

Computer Usage, Adults

Any patron (ages 18 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, overdue or lost/damaged items, they must resolve the issue before use will be granted.

Computer Usage, Children

Parents/guardians are responsible for determining whether their child, those under the ages of 18, may use a library computer when completing a library registration card. Parents are encouraged to discuss safety precautions with their children. The OWWL Library System provides content filtering to ensure its libraries are in compliance with the Children's Internet Protection Act (CIPA).

Guest Pass

Library patrons who do not have an OWWL library card are welcome to use the computers using a guest pass. Patrons who return frequently to use the computer are asked to get a free OWWL library 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. Users will receive a warning on the monitor at 15 minutes, before closing that the computers will automatically shut down at 10 minutes before closing. Patrons must pay fees for printing at the times, prior to library 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.

Sessions may be terminated at the discretion of the library staff or computer privileges revoked for inappropriate use of services. Inappropriate use includes, but is not limited to: viewing material that is offensive to other library users, use of equipment in such a way as to cause damage, loud or disruptive behavior, or attempting to alter the system settings or configurations.

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.

Staff Assistance

Library staff are 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 and OWWL Computer and Network Service department. Users should immediately report any problems with equipment to staff.

Wireless Access

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 Internet, Computer and Technology 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.

3-D Printer and Cricut User Agreement

The Library's 3-D printer is available to library patrons 18 or older and the Cricut to those 14 or older. An adult must accompany users under the age of 18 or 14, respectively, at all times.

An OWWL Library card in good standing and a signed User Agreement are required to use the 3-D printer. Users under the age of 18 must have a parent or legal guardian sign the agreement form. 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 3-D printer and Cricut.

First time users must read the "Internet, Computer, and Technology Policy" and rules of use and sign the form agreeing to comply with the rules and taking financial responsibility for any misuse or damage to equipment.

At the discretion of the library staff, loss of library privileges may occur. Severe violations may result in legal action. Appeal of this decision may go to the Library Board.

3-D Printer Terms of Use and Copyright

The Lyons Public Library 3-D printer may be used only for lawful purposes. The public is not permitted to create material that:

- Is prohibited by local, state, or federal law
- Is unsafe, harmful, and dangerous or poses an immediate threat to the well-being of others
- Is a weapons such as guns, gun parts, blades, etc.
- Is obscene, sexually explicit or inappropriate for the library environment
- Violates the Library's "Code of Conduct or the Internet, Computer and Technology" policy

- Violates another's intellectual property rights

3-D Printer Rules of Use

- 3-D print projects must be completed not later than one hour before closing of the library.
- No food or drinks of any kind are permitted near the 3-D printer.
- Do not touch any part of the 3D printer while it is heating up prior to use, while printing, or while cooling down. It is EXTREMELY HOT!
- Use only the tools provided by the library for use with the equipment. The spatula is sharp on one side. Other tools may damage the printer.
- The person in whose name the equipment has been checked out will be considered the user and is responsible for any damage or misuse of the equipment, even if a group is working on a project together. Users must not leave equipment unattended while checked out to them.
- If the computer is not working or you are having trouble with the equipment, please let staff know immediately.
- It is the responsibility of 3-D printer users to delete and/or remove any of their files (digital or print) from the library. The library is not responsible for files (digital or print) or any objects left behind.
- Users must provide their own external storage devices and/or media.
- The colors available may change without notice, and we cannot guarantee that your selected color will be available.

3-D Printer and Cricut Cost

Filament cost is as follows:

- \$.50 cents for up to 15 minutes of printing
- \$1.00 for the first half hour, plus \$.50 cents for every 15 minutes thereafter

Except during library programs or classes, the library will not provide materials for the Cricut. Therefore, there is no cost for using the Library's Cricut.

3-D Printer Disclaimer

The Library cannot guarantee model quality, stability, or confidentiality of designs. The Library does not refund printing fees for completed items which do not come out as intended due to options selected by the individual doing the 3-D print, including but not limited to scale, quality, design, required support material, etc.

Policy Revisions

The Lyons Public Library reserves the right to revise this policy at any time.

Adopted: March 27, 2001

Revised: June 18, 2002, September 16, 2003, February 15, 2005, April 25, 2006, August 19, 2008, February 20, 2018 & December 20, 2022

User Agreement Form & Liability Waiver

Agreement Form

By signing this Agreement, you agree to comply with the “Internet, Computer, and Technology” policy and rules of use, which you here acknowledge to have received. The Lyons Public Library reserves the right to update and modify this policy and rules of use, and the most recent policies and rules should be reviewed before each use.

Print Participant Name _____

Participant Signature _____

Date _____

Print Guardian Name _____

Guardian Signature _____

Address _____

Phone No. _____

Email Address _____

Staff Use Only:

I hereby certify that the above user has been trained to use the 3-D printer and/or Cricut.

Liability Waiver

Please read the following information very carefully, make sure that you understand it fully and sign before participating in this activity or program.

I, _____, agree to abide by the Lyons Public Library’s Internet, Computer and Technology policy and rules of use. I am fully aware that using this equipment may result in risk of personal injury or harm and I hereby agree to release and hold harmless the Lyons Public Library, its officers, employees, volunteers, committees and boards, from and against any and all liability, loss, damages, claims, or actions (including costs and attorneys’ fees) for bodily injury and/or property damage, to the extent permissible by law.

This indemnification and hold harmless agreement shall include indemnity against all costs (including, without limitation, reasonable attorney’s fees and court costs), expenses and liabilities incurred in or in connection with any such claim or proceeding brought thereon and in defense thereof.

I have read and understand this release, indemnification and hold harmless form and I sign it voluntarily. I hereby give permission to the Lyons Public Library for emergency transportation and/or treatment in the event of illness or injury and this release extends to any liability arising in connection with such transportation and/or treatment. I hereby accept responsibility for the payment of any emergency transportation and/or treatment.

Print Participant Name _____

Participant Signature _____

Date _____

Print Guardian Name _____

Guardian Signature _____

Date _____