



Computer and Internet Use Policies

To fulfill its mission, the Galena Public Library District provides access to a broad range of information resources including those on the Internet. Information and resources on the Internet enhance those already held in the Library and often go beyond what is locally available. The Library makes this service available as part of its mission to inform, educate, entertain, and provide cultural enrichment to people of all ages throughout its service area.

Access to the Internet is compatible with the Library's endorsement of the American Library Association's Library Bill of Rights and its interpretations and the Freedom to Read and Freedom to View statements, issued jointly by the American Library Association and the Association of American Publishers. Internet access is also compatible with the Library's materials selection policy and its long-range goals and strategies.

The Galena Public Library District does not monitor and has no control over the information accessed through the Internet and cannot be held responsible for its content. Users are cautioned that the accuracy, completeness, and currency of information found on the Internet vary widely. Users should use critical judgment in relying on information found on the Internet and must accept responsibility for the content of their Internet searches.

As with other Library information sources, all Internet resources accessible through the Library are provided equally to all Library users and are treated with confidentiality. However, the Library must also respect the right of other patrons not to be inadvertently exposed to material and images they may find personally unsuitable. Viewing of certain materials in the Library may be considered improper in time, place or manner. Exposing unwilling patrons or staff to sexually explicit images or text can be interpreted as sexual harassment and is a violation of the Library's patron conduct policy. The Library reserves the right to ban patrons the library who violate this policy.

Library staff will provide assistance with Internet use, but cannot offer personal instruction. Users shall assume the responsibility of learning to use the equipment and resources.

Parents or legal guardians are responsible for supervising Internet use by their children. Parents are encouraged to work with and supervise their minor children's Internet sessions. Parents are also encouraged to read and understand the Children's Access Policy before signing the Consent Form for their child.

Computer Use Policies

The Library expects all users of electronic information resources such as the Internet to be responsible, ethical users by following these guidelines:

1. Computers are available during Library hours on a first-come/first served basis. Computers in the adult area are limited to use by 7th grade through adult. Computers in the children's area are limited to use by children through 6th grade and parents or guardians accompanying children. A signed parent/guardian permission form is required for any computer user under 18 before using computers. Children under the age of 7 must be accompanied by a parent/guardian when using the computer.
2. The Library staff has the right to interrupt use of the computer at any time. In addition, the Library reserves the right to deny usage when there is misuse of equipment or disruption of Library routine. Abuse of computer rules or equipment will result in loss of computer and/or Library privileges. The Library has the right to restrict usage for anyone who does not abide by the regulations of the Library as a whole or the computer specifically.
3. Users will not send, receive, or display text or graphics that may reasonably be construed as obscene. The library staff will determine what will be construed as unacceptable content, and the Library reserves the right to ban patrons from the library who violate this policy.
4. Computer users will not use Library computers for hacking, spamming, libel, harassing or slandering other users, fraud, gambling, propagation of computer viruses, or the solicitation of minors.
5. Patrons should be aware that some material on the Internet is copyrighted. It is the user's responsibility to be aware of the display of any notices concerning the copyright of information and to respect the copyright laws of the United States.
6. Computer users have the right to confidentiality and privacy in the use of electronic information networks to the extent possible given the constraints such as proximity of other patrons and staff in public access settings.
7. There is a one-hour time limit for computers in the adult area; 45 minute time limit for computers in the children's area per day. Computers should be left on for the next user.
8. Patron is financially responsible for any damage to Library software and/or hardware used by him/her. There will be a charge for the replacement cost of software and/or repair of hardware.
9. A charge of \$0.15 per sheet will be charged for printing. Patron must supply own disk if material is to be saved.

Users found not to be in compliance with the above guidelines while using Library facilities or equipment may have their computer privileges revoked.

First offense:

Patron will be barred from the library for one month, starting from the day of the offense.

Second offense:

Patron will be barred from the library for six months starting from the day of the offense.

Third offense:

Will result in a permanent loss of library privileges.

The Library Director at his/her discretion, reserves the right to assign loss of Library privileges or reinstate Library privileges outside of the guidelines set forth above.

The Library assumes no liability for loss or damage to the user's data, disks or computer, or for any damage or injury arising from the invasion of the user's privacy. Library computing resources are to be used to advance the Library's mission. Staff may use them only for purposes related to the discharge of their duties as employees, their official business with the Library, and other Library-sanctioned activities.

Approved by the Board of Trustees: 11/8/05

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Children's Access Policy

The Galena Public Library District supports the right of all Library users to access information and will not deny access to electronic information networks based solely on age. However, a parent or guardian must accompany children under the age of 7.

Children 6th grade and under must use the computers in the Children's Area.

The Galena Public Library District recognizes that the electronic information networks such as the Internet may contain material that is inappropriate for children. Parents are expected to monitor and supervise their children's use of the Internet. Library staff is unable to monitor children's use. Parents are encouraged to discuss with their children issues of appropriate use and electronic information network safety.

A parent or guardian must sign a consent form for children under the age of 18.

Child's Name: _____

Address: _____

Phone Number: _____

Date of Birth: _____ Grade: _____

PARENT/GUARDIAN CONSENT FORM

I have read the attached Galena Public Library District Computer and Internet Use Policy and I agree to abide by the provisions therein. Because the Internet and its resources may contain material of a controversial nature, I will assume responsibility for my child's use. I give permission for my child to use the Galena Public Library District computers and to access the Internet.

Parent/Guardian Signature

Date _____

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Wireless Network Acceptable Use Policy

The Galena Public Library District provides free unfiltered wireless (WiFi) access for patrons to use their personal laptop computers or other WiFi-enabled portable computing devices to connect to the Internet. By choosing to use the Library's WiFi service, the user agrees to abide by the Library's Computer Use Policies.

Wireless Network User Agreement

There is no time limit on using the WiFi network during the Library's operating hours. Patrons are encouraged to bring a fully charged battery; electrical outlets for plugging in laptops are limited.

Printing is not available over the WiFi network. If patrons need to print, they can save their data and use one of the library's printers.

Though the network is designed to cover the entire Library, no guarantee is made for signal strength.

Library staff cannot provide technical assistance on using the Library's wireless network. The Library reserves the right to terminate a wireless Internet session at any time, if in violation with the library's computer use policies.

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