Computer and Internet Access Policy

The Galena Public Library’s mission statement offers equitable access to computers and the internet to all patrons. The library endorses the principles outlined by the State of Illinois, the American Library Association, and the Illinois Library Association.

**Patron Responsibility**

1. All use of electronic resources must be ethical and legal. The user must comply with copyright law and licensing agreements.
2. Parents or legal guardians must accompany their children age 7 and under when using the computer stations in the Children’s Library.
3. Parents or legal guardians accompanying children age 7 and under must use the computers in the Children’s Library.

**Use of Equipment**

1. Computers are available during library hours on a first-come, first-served basis.
2. There is a one-hour time limit for computers. If more than an hour of computer time is needed, permission must be obtained from library staff.
3. Use of all computer stations, including using the wireless connection, in the adult area is for age 13 years and older.
4. Use of all computer stations in the Children’s Library is for children through the age of 12.
5. Patrons must provide their own devices for content to be saved. Headphones are available at the service desks. Prints are $0.25 per 8.5x11 sheet.
6. No more than 2 patrons may use one computer station at the same time.
7. The library reserves the right to deny usage when there is misuse of equipment or disruption of library routine.
8. Destruction of, damage to, or unauthorized alteration of the library’s computer hardware, software, or network security procedures is prohibited. Patrons using the library computers are financially responsible for any damage to library computer equipment or software.
9. Computer users shall not use library computers for hacking, spamming, libel, harassing, or slandering other users, fraud, gambling, propagation of computer viruses, or the solicitation of minors.
10. 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.
11. The library is not responsible for any loss of data, for theft, or for damage to personal equipment or software.

**Wireless Internet Access**

The Galena Public Library District provides wireless internet (WiFi) free of charge via an open, unsecured, and unfiltered network. By choosing to use the library’s WiFi service, patrons agree to abide by the Galena Public Library’s “Computer and Internet Access Policy.”

There is no time limit on using the WiFi. Wireless printing access is available.
Internet Access
The Galena Public Library District does not filter internet content, has no control over the information accessed through the internet, and cannot be held responsible for its content or its form of presentation. Information found on the internet should be carefully evaluated for its reliability, accuracy, and currency.

- Internet resources accessible through the library are provided equally to all library patrons and are treated with confidentiality.
- Patrons should not access or display websites that are deemed inappropriate or offensive.
- The Galena Public Library District is not responsible for damages, indirect or direct, arising from patrons’ reliance, citation, or other utilization of internet connections or resources.
- Patrons are responsible for the operation of any patron owned personal computer or patron owned personal peripheral devices. The library cannot be held responsible for damage to devices resulting from the use of library resources.
- Patrons requesting assistance with personal electronic devices do so with the understanding that the library is not responsible or liable for damage, harm, or changes to the user settings of the device.

Children’s Library
Parents or legal guardians must consent to the use of library computers by their children when signing up for a library card.

- Children 12 years of age and younger must use the computers in the Children’s Library. They must sign in with the librarian-on-duty to check out one of the computers.
- Parents accompanying their children 7 years of age and younger must use the computers in the Children’s Library.
- Parents or legal guardians must accompany their children under the age of 7 when using library computers.
- Parents or legal guardians are solely responsible for deciding which internet resources are appropriate for their children.
- Parents or legal guardians are encouraged to discuss with their children issues of appropriate use of the internet, social media, and internet safety.

Violation of Policy
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 and Internet Access Policy” specifically:

- First incident is a warning.
- Second incident is a warning and an expulsion from the library immediately for the remainder of the day.
- Third incident is a banning from the library for 1 month.
- Fourth incident is a banning from the library for 6 months. At the end of the 6 months, the patron must ask in writing for reinstatement to the library from the library director.

Board approved: June 17, 2014