POLICY

Subject: Computer Use and Internet Access Policy
Adopted: October 11, 2005
Amended: March 7, 2022

Background/Philosophy

The library provides open access to the Internet as an integral part of its mission. The Internet is a worldwide computer network that provides easy access to a massive body of information. The resources available on the Internet expand the library's information services well beyond traditional collections and electronic resources. In providing community access to the Internet, the Dickinson County Library enhances its existing collection in size and depth. Not everyone currently has or can afford access to the Internet in their homes or businesses. The library provides everyone with open access and experienced, trained library staff to assist them with searching this valuable information resource.

Intellectual Freedom/Right to Privacy

The same standards of intellectual freedom, privacy and confidentiality for traditional resources and services also apply to electronic media, including usage of the Internet. The library does not prioritize by information need, and use of the computers and the Internet is not restricted by residency. The library seeks to protect the First Amendment rights of its patrons and their individual right to privacy. However, Internet users must be sensitive to the fact that workstations are in public areas and, therefore, images on the screen are subject to view by a wide audience.

The workstations and devices owned and operated by the Dickinson County Library will be used for educational, informational and recreational purposes only; they may not be used for unauthorized, illegal or unethical purposes. Patrons may not send, receive or display text or graphics that may be construed as obscene by Michigan Law. In order for the Library to abide by the certain laws (Michigan Act 455, and NCIPA) enacted to protect the rights of younger patrons, there will be made available Internet terminals and devices that will be restricted from receiving obscene matter or sexually explicit matter that is harmful to minors.

The Dickinson County Library Board of Trustees has chosen to support the use of filtering software for all Internet workstations and devices. The Board recognizes that such filtering software is far from perfect; it does allow some inappropriate content to pass through and can block appropriate sites from view. Review of websites blocked or not blocked by the filtering software will be done upon the request of a patron or staff member. The administration of the library will make the initial determination, with the library board as the ultimate arbiter of any dispute. If you feel a site has been blocked incorrectly, please contact a staff member or e-mail the Director at dcl@dcl-lib.org.

Use of the Internet by Children

The Library staff does not control the websites that children may select on the Internet. Parents/guardians are strongly encouraged to work with their children to develop acceptable rules of Internet use. Parents/guardians and children may wish to read Child Safety On the Information Highway, jointly produced by the National Center for Missing and Exploited Children and the Interactive Services Association, and available at www.safekids.com. The Internet, since it should be no different than TV and movies, books and magazines, is a marvelous opportunity for parents/guardians to hold discussions with their children about their family's standards. We strongly recommend that parents/guardians work with their children when they are using the Internet.

Information Disclaimer/Indemnification

It is understood by users of the Internet that most information available is not generated by the Dickinson County Library. Through the library's website, we provide links to specific sites selected by staff because of their useful content. These follow the same selection policies in place for other informational and/or recreational resources provided by the library. However, all Internet resources may contain material of a controversial nature. Our patrons choose which electronic materials and sites they access on the Internet. The library cannot protect them from information that might be considered offensive or inaccurate. It remains the responsibility of the user or the user's parent, guardian, or caregiver in the case of minors-to determine what is appropriate. Because the patron is the selector in using the Internet by making individual choices and decisions, patrons shall comply with all age restrictions governing access to specific sites, as limited by the content provider, to usage by persons 18 years of age or older. Some commercial databases on the Internet require a fee. These fees are the responsibility of the patron; they are not the responsibility of the library. The Internet offers open access to information, ideas and commentary from around the world and a vast array of tools and resources for different age levels and points of view. However, not all sources on the Internet provide information that is accurate, complete, current or legal. The Dickinson County Library does not endorse the viewpoints or vouch for the accuracy of information obtained through the Internet. The library does not monitor and has no control over the information accessed through the Internet and cannot be held responsible for its content. Most definitely, some resources and destinations contain material that some patrons will find personally offensive or inappropriate for children.

The library, through its participation in Michigan Electronic Library, or www.mel.org, can and does recommend interesting and useful destinations and resources for our patrons to explore. Staff is ready to assist patrons in utilizing this great resource.

The use of the computers to engage in any activity that constitutes violation of local, state, and/or federal laws is strictly prohibited.

All users of this service agree to hold the Dickinson County Library harmless from any and

all claims, losses, damages, obligations, or liabilities directly or indirectly relating to the use of the Internet, caused thereby or arising there from. In no event shall the Dickinson County Library have any liability for lost profits or for indirect, special, punitive, or consequential damages or any liability to any third party, even if the Dickinson County Library is advised of the possibility of such damages.

Copyright

Materials obtained or copied on the Internet may be subject to laws that govern making reproductions of copyrighted works. A work protected by copyright may not be copied or printed without permission of the copyright owner unless the proposed use falls within the definition of "Fair Use." Patrons are responsible for compliance with all international, national and state laws governing copyrighted materials.

Printing

The library currently charges: 10 cents per page for black and white printing and $1.00 per page for color printing. Printouts should be picked up and paid for at the front desk. Note: Users are responsible for paying for all pages printed – be sure you are only printing what you want/need.

Downloading/Saving Work

Patrons may download information from the Internet to their own accounts or to USB storage devices that they may bring into the library. Users should not expect library staff to do this for them nor to know the specifics of how particular accounts work. Patrons may download data to the temporary (T:) drive during the active session. Data on the (T:) drive must be emailed or saved to a user's account or USB storage device as it will clear at the next system restart.

Conditions and Terms of Library Computer/Internet Use

All users must have (a) a photo identification or (b) library card in good standing. Upon signing into CybraryN users must read and consent to the Dickinson County Library Internet Access Policy displayed on the Internet computers.

All users' library accounts must be in good standing in order to use the computer labs.

Youth under 18 years of age will be required to have parental/guardian in-person, signature consent to the Dickinson County Library Internet Access Policy in order to access the Internet.

In compliance with Michigan Public Act 212, 2000 effective October 1, 2000, individuals under 18 years of age and unaccompanied by a parent/guardian will be assigned to specifically designated workstations which are periodically monitored by library staff.

Visitors to the library who do not have a library card must sign in at the Circulation desk each time to receive a guest pass in order to use the Library's Internet computer workstations. We will hold your photo identification while you are at the workstation.

Use of the Internet and other computer workstations is on a first-come, first-serve basis. The number of these workstations accessing the Internet is limited so we ask patrons to be considerate of others. A standard daily time limit for all users may be used; users will be made aware of the time limit and time remaining when using library terminals.

A few workstations in the library are configured only for access to the library's online catalog. They are located outside of the computer lab. No access to the Internet beyond the library's catalog is provided on these workstations.

Library Staff Assistance/Instruction

Providing instruction in how to use and evaluate informational resources is part of the library's role. Staff will devote a reasonable amount of time assisting individual library users with the Internet where needed. They cannot devote large amounts of time to each patron because staff members scheduled for floor duty are handling many information requests from many individuals. Periodically, or by appointment, the library staff may provide workshops demonstrating and teaching specific software and other computer topics. Library staff, however, cannot provide in-depth training or technical instruction.

Permitted/Prohibited Activities:

The following activities are permitted:
- Transmission and receipt of e-mail (electronic mail). The Library will not create nor maintain e-mail (electronic mail) accounts.
- Internet searching and display of web pages.
- Use of software loaded on the computer workstations including Microsoft Office applications, educational games, and other software provided by the library.
- Use of licensed databases provided by the library such as:
  o Michigan Electronic Library (MeL.org)
  o Other databases described on the library's web page
- Patrons may download data to the temporary (T:) drive during the active session. Data on the (T:) drive must be emailed or saved to a USB as it will clear at the next system restart.

The following activities are strictly prohibited:
- **Viewing sexually explicit material**.
- **Hacking** or attempting to hack into other computers, devices, and/or networks.

Law enforcement personnel will be notified if staff suspects hacking or any other illegal activities.
- **Adding, deleting, or modifying the installed hardware or software** of the Library's computer workstations or devices. Patrons should notify library staff immediately if they experience any problems with the equipment or software. Under no circumstances should patrons attempt to "repair" the equipment or software on the library's workstations, devices, or network.
- **Attempting to modify or gain access to files, passwords, or other data** on the Library computer or devices.
- **Use of your own software programs or downloading/saving files from the Internet or other programs to the computer or device's hard drive or any network drive**.

Use of the computer workstations or devices is limited to one user at a time unless otherwise permitted. Groups may be permitted, however, if a group creates a disturbance to the effective use of the library by others, they will be asked to correct their behaviors, disband, and/or leave the building as appropriate.

All users are liable if they permanently or temporarily damage any equipment or software.

Library staff reserves the right to monitor use of all computers or devices to ensure compliance with this policy. Staff can ask users to remove themselves from Library equipment if they observe any behavior that they judge to be in conflict with this policy. Law enforcement personnel may be called to enforce compliance with this policy.

Misuse or abuse of the Library's computers, devices, Internet access, or violation of this policy will result in temporary or permanent loss of computer and Internet privileges.