

## **Peru Public Library Library Computer and Internet Access Policy**

This policy for the management of library computers, Internet access and computer databases supersede all computer, internet and/or database policies in place prior to this policy's adoption. This policy specifies the library's objectives in providing computing resources for public use and the responsibilities assumed by the users of such resources.

The library strives to develop collections, resources, and services that meet the cultural, educational, informational and recreational needs of its diverse community, and which respond to advances in technology.

The Peru Public Library provides computers allowing public access to a variety of electronic resources, including in-house databases (the library catalog), 3<sup>rd</sup> party databases (magazine & newspapers, etc.), productivity software (word processors, spreadsheets, etc.) and the Internet (primarily through Web browsers). We do not provide email accounts. However, patrons may send and receive email on library computers if they have an Internet based e-mail account.

In keeping with our general policies, we work to protect patrons' rights to privacy and confidentiality. The Peru Public Library keeps any communications that reside on its computer network confidential. However, in general, electronic communication is not secure and networks may be susceptible to outside intervention. As part of normal system maintenance, network administrators do monitor system activity, but the library does not reveal information about an individual's use of computer resources unless compelled to do so by a court order.

To access a library computer, an individual must use his or her own library card or receive a guest pass. An individual may use his/her own equipment to access our WiFi access. To promote equitable access to our computer resources, we utilize software (PC Reservation) to schedule access to our main floor public computers. The children's department computers are scheduled by staff in the children's department.

### **Legal Responsibilities**

The library's computing resources may only be used for legal purposes. Examples of illegal use include, but are not limited to, the following:

- Use of electronic information networks for any purpose that results in the harassment of other users or the display of material considered offensive in a public setting.
- Destruction of, damage to, or unauthorized alteration of the library's computer equipment, software or network security procedures.
- Use of electronic information networks in any way that violates federal or state law.
- Use of electronic information networks in any way that violates the licensing and payment agreement between the Peru Public Library and network/database providers.

- Unauthorized duplication of copyright protected software or violation of software license agreements.
- Behaving in a manner that is disruptive to other users or library staff.

#### Cooperative Responsibilities

We strive to balance the rights of patrons to access different information resources with the rights of patrons to work in a public environment free from harassing sounds and visuals. We ask all our library patrons to remain sensitive to the fact they are in a public environment shared by people of all ages, with a variety of information interests and needs. In order to ensure an efficient, productive computing environment, the library insists on the practice of cooperative computing. This includes:

- Respecting the privacy of other users
- Not using computer accounts, access codes, or network identification codes assigned to others
- Refraining from overuse of connect time, information storage space, printing facilities, processing capacities or bandwidth capacities
- Refraining from the use of sounds and visuals which might disrupt the ability of other library patrons to use the library and its resources

If individuals break these acceptable use rules in any way, their right to use library resources may be suspended for a specified time, depending on the damage caused by their actions. They will be notified of the length of and reason for the suspension. Individuals using library computing resources for illegal purposes may be subject to prosecution.

#### Disclaimers

As with other materials, parents and guardians of minor children are responsible for supervising their child's use of computer resources at the library. Parents are encouraged to discuss with their child the appropriate use of computers and electronic safety.

We cannot ensure the availability or the accuracy of external electronic resources. Like print materials, not all electronic sources provide accurate, complete or current information. Users need to be good information consumers, questioning the validity of information.

#### Limitation of Liability

The library assumes no liability for any loss or damage neither to users' data or devices, nor for any personal damage or injury incurred as a result of using Peru Public Library's computing resources or Internet access. This includes damage or injury sustained from invasions of the user's privacy.