

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

### **Introduction**

This policy covers the use of library computers, internet access, and databases.

In keeping with our general policies, we work to protect patrons' rights to privacy and confidentiality. However, computers and the internet are not secure. Staff monitor computer activity for statistical purposes, but the library does not reveal information about an individual's use of computers and resources unless compelled to do so by a court order.

### **Public Computers**

The library provides personal computers for public use. Using his/her own library card or a guest pass, a patron may use a library computer for a 3-hour maximum period per day. After each computer session, the computer reboot removes the patron's information, downloads, and search history.

Each computer has Windows and Microsoft Office for use by patrons. Patrons also access library-supported databases from these computers.

### **Internet Access**

The library provides internet access to the public computers and our wifi for patron use at the library and a Hotspot for use off-site.

### **WiFi**

An individual may use his/her own equipment to access our wifi without any time limits. A library card is not necessary to use the wifi. The wifi signal strength varies within the building. Our public wifi provides no security to or from a device.

### **Hotspot**

An individual may use his/her own equipment to access our Hotspot access without any time limits. A Peru library card is necessary to borrow the Hotspot. The Hotspot signal strength varies depending on location. Our Hotspot provides no security to or from a device.

### **Databases**

Based on interest, usability and cost, the library purchases database access for patron use. These databases are available for use by everyone while using library computers or wifi. Peru patrons may also use these databases from home via their Peru Public Library card. As interest changes and pricing fluctuates, the databases change.

### **Patron Assistance and Instruction**

Staff provide assistance in using computers, the internet, our databases and patron devices as time and knowledge allow. We do not provide in-depth training.

## **Legal Responsibilities**

Use of library computers, internet access and databases is for only legal purposes. Examples of illegal use include, but are not limited to, the following:

- Use resulting in the harassment of other users, the display of material considered offensive in a public setting, or the display of illegal material and/or images.
- Use that destructs, damages, or alters the library's computer equipment, software and or network security procedures.
- Use that violates library policy, or local, federal or state law, including Copyright Law.
- Use that violates the licensing and payment agreement between the Peru Public Library and network/database providers.

## **Patron Responsibilities**

Behavior disruptive to other patrons or library staff violates the library's Code of Conduct. Individuals violating the Code of Conduct are removed from the library.

Personal storage devices must be used to save work done on public computers.

Patrons are financially responsible for any damage they do to the library's computers, wifi, Hotspot and/or databases.

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

Patrons are discouraged from sharing passwords, credit card numbers and other sensitive, personal information via the library's computers or wifi.

## **Limitation of Liability**

The library assumes no liability for any loss or damage neither to users' data, nor for any personal damage or injury incurred from using Peru Public Library's computers, Hotspot, internet or wifi access, or databases. This includes damage or injury sustained from invasions of the user's privacy.

The library assumes no responsibility for damage to patron's equipment or devices while using the library's computers, internet access, including wifi and Hotspot, or databases.

Adopted by board action 11 October 2011

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