

## **COMPUTER AND INTERNET ACCESS POLICY**

### **Purpose**

In keeping with its mission of providing public access to a wide variety of educational, recreational and informational resources, the Berwyn Public Library provides free access to the Internet for patrons of all ages.

Patrons can access the Internet using the Library's public access computers or by using the library's wireless network. The Library offers access to word processing, the World Wide Web, and general and specialized shared licensed databases.

### **Library Responsibility**

The Berwyn Public Library supports intellectual freedom and the American Library Association's interpretation of the Library Bill of Rights as it applies to Access to Electronic Information, Services and Networks. The Library offers access to information resources over the Internet in order to be responsive to the information needs of our diverse community.

However, although the Library strives to offer sites which provide current, complete and accurate information, the changing nature of the World Wide Web means the Library cannot guarantee the accuracy of information gained through this medium. The responsibility of the Library is to provide access to information, not to endorse the information. Users are responsible for determining whether the information they access is acceptable, reliable and suitable for their needs.

The Library cannot assume responsibility for material of a controversial or mature nature found on the Internet. The Library offers content filtering, but does not monitor and has no control over the information accessed by patrons, nor does it protect users from material or information they may find offensive.

All computers and Internet access are available on a first-come first-serve basis. Computer stations are designed for individual use.

The Library has computers available for all ages. Identification must be verified through presentation of a government issued photo ID, a school ID, or a library card.

The Library reserves the right to revoke a user's computer privileges for a determined amount of time for violating conditions set forth in the policy.

### **Patron Responsibility**

The Berwyn Public Library requires that patrons using the Library's network do so within the guidelines of acceptable use. It is a violation of federal law to knowingly receive visual depictions of minors engaged in sexually explicit conduct. Anyone who does so is subject to federal criminal prosecution under the Protection of Children Against Sexual Exploitation Act of 1977 (18 USC 2252). Additionally, exposing Library staff or patrons to images which are deemed objectionable or obscene may result in the revocation of Library privileges. A revocation of privileges may be appealed under the Library's Complaint Policy. Additional unacceptable activities include, but are not limited to:

- Destruction of, damage to or unauthorized alteration of the library's computer equipment software or network security procedures
- Violation of security system
- Use of electronic information networks for any purpose which results in the harassment of other users
- Behaving in a manner that is disruptive to others, including but not limited to overuse of computer equipment which serves to deny access to other users
- Use of electronic information networks in any way which violates a Federal or State law
- Failure to comply with U.S. copyright law and other applicable laws governing the reproduction of copyrighted works
- Use of electronic information networks in any way which violates licensing and payment agreements between the Berwyn Public Library and network/database providers
- Unauthorized duplication of copy protected software or violation of software license agreements.

Patrons are required to save their work to a personal storage device; access to the terminal's hard drive will not be provided. The library is not responsible for lost or damaged files or damage to storage devices.

Patrons are responsible for the cost of all printouts made on the public access printing stations available at the Library, whether intended or unintended. Patrons are advised to ask for assistance when printing to avoid charges for unwanted copies.

Patrons utilizing any and all Library-provided internet services, whether on premise or outside of the Library, agree to release, indemnify and hold harmless the Berwyn Public Library and City of Berwyn from any and all liability and claim for damages that may result from the use of Library-provided internet devices and services in conjunction with personally-owned electronic Internet devices.

### **Guidelines for Minor Children**

The Berwyn Public Library offers computer access for all children, and to teens with a Library card or a valid school ID. The Library affirms and acknowledges the rights and responsibilities of parents and guardians in guiding their children's use of Internet resources at the library in accordance with the individual family beliefs. Parents need to notify library personnel if they do not want their child using the Internet resources available. Minor children must adhere to the guidelines of this policy. Parents are ultimately responsible if their child violates any of the previously listed patron responsibilities.

### **Job/Education Center**

The Job/Education Center of the Berwyn Public Library provides access to patrons for job searching, educational purposes and use of Library databases. These computers allow patrons unlimited time usage and a limited amount of free prints. A photo ID must be shown before use.

## **Computer Learning Lab**

The Library has a Computer Learning Lab which is used for group instruction.

## **Wi-Fi Hotspots**

The Berwyn Public Library offers Mobile Wi-Fi Hotspots as part of its circulating collection. The following guidelines will apply to Wi-Fi Hotspots

1. Wi-Fi Hotspots may be checked out by any Berwyn Public Library card holder 18 years of age and older. Borrower must sign a Hotspot agreement prior to checking out the device.
2. The user is responsible for the cost of repair or replacement of the item and all parts if it is returned damaged or the item is lost
3. Wi-Fi Hotspots will circulate for 2 weeks, with no renewals and a \$2.00 per day fine will be assessed if the item is not returned on time.
4. If a Wi-Fi Hotspot is kept overdue more than 10 days, service to the unit will be shut off and the user will be billed for the item. If the patron returns the item before a replacement is received, the Library will accept the return and bill the patron the maximum overdue fine.
5. Wi-Fi Hotspots must be returned to a staff member at the Circulation Desk. They may not be returned to any book return.
6. The Berwyn Public Library does not filter or monitor and has no control over the information accessed through the Internet and cannot be held responsible for its content. The Library is not responsible for personal information that is shared over the Internet.
7. Hotspot users are expected to comply with the Patron Responsibility guidelines set forth in the Berwyn Public Library's Computer and Internet Access Policy.

## **Staff Assistance**

The Berwyn Public Library encourages all users to make appropriate use of the Internet and provides programs, resources and assistance for responsible use. Staff may provide assistance to patrons in the use of library owned internet devices electronic technology and information networks as time and staff knowledge permits.

Patrons utilizing Library-provided internet service including but not limited to, Wi-Fi connectivity and hotspots, with personally-owned devices, are responsible for all support, troubleshooting, and configuration of personally-owned device. Library staff cannot facilitate connectivity or troubleshoot technical issues, in any capacity, for a patron's personally-owned devices.

Patrons checking out wireless hotspots or other devices designated to provide Internet access at home are responsible for all support, troubleshooting, and configuration of the checked out device. Library staff cannot provide remote or phone support, in any capacity, for personally-owned devices.

Library staff cannot provide recommendations or advice to patrons with respect to the purchase of technology-related equipment, services or software.

**Approved by the Berwyn Public Library Board of Trustees Effective June 9, 1997. Revised March 19, 2013. Last revised February 20, 2018. Revised May 21, 2018.**