



COMPUTER & INTERNET USE POLICY

PURPOSE

The mission of the Livonia Public Library is to provide free access to recreational, educational, and informational materials and services, including electronic information access via computers for all ages. Providing the community with access to the Internet can further that mission. Therefore, the Livonia Public Library has adopted this Internet Use Policy to establish guidelines and acceptable behavior for use of the library's Internet.

The primary goals of Livonia Public Library's Internet are to:

- Provide the community with free use of the Internet
- Provide the community with current digital information
- Provide the community with access to online resources, research and educational tools, and entertainment

All community members are expected to follow the rules set forth by the Livonia Public Library regarding use of the library's Internet.

RULES OF PATRON CONDUCT

To fully allow all patrons to use the library facility during regularly scheduled hours, the Livonia Public Library Board of Trustees has adopted the following rules:

All users of electronic resources are expected to use these resources in a responsible and ethical manner consistent with the standards and rules of the library and of the community.

All users shall respect the rights of other library patrons.

Computer sessions may be terminated at the discretion of library staff for unacceptable use of library computers. "Unacceptable use" of the computer may include but are not limited to:

- Harassment or annoyance of others through noisy or boisterous activities
- Continued verbal conversations
- Continued playing audio without a listening device
- Talking aloud in monologues
- Display print or non-print materials of an offensive nature to others
- Behave in any other manner that disturbs others
- Continued use of cell phones
- Gaining unauthorized access to resources
- Vandalizing or disrupting equipment, software or system performance
- Using the computer for illegal or criminal purposes, including hacking, fraud, or spreading slander or libel



- Unauthorized disclosure, use, and dissemination of personal identification information
- Displaying, downloading, storing or printing files or messages that are illegal, obscene, or inappropriate in a public setting

Patrons using the Internet in the library may not display text or graphics defined by federal or state law as obscenity or pornography. Library staff will not monitor an individual's use of any sites except when materials displayed on the screen are not appropriate in a public environment. Since the Internet workstation is in the view of other patrons and staff, users are not permitted to display any visual images containing nudity, obscenity, or graphic violence. Patrons will receive one warning regarding this rule; a second violation will result in permanent loss of Internet privileges at the Livonia Public Library. Acceptability of screen display will be left to the discretion of the supervising staff. Deliberate and continued display of some materials that are obscene or pornographic may constitute sexual harassment. If we observe criminal activities that violate federal, state, or local laws including viewing of child pornography, you will be reported to the appropriate law enforcement agencies.

ACCEPTABLE USE

- Users may not install any software or save any computer files on the computer hard drive.
- The Livonia Public Library reserves the right to remove any file that has inadvertently ended up on the computer and restore the computer's hard drive to its original configuration.
- No changes are to be made in any program setup or the hard drive configuration.
- Users are asked to immediately report any problems with equipment to library staff. Damage to Livonia Public Library's computer equipment caused by or resulting from inappropriate use or improper behavior may result in civil and/or criminal action being taken.

COMPUTER USERS' GUIDE

The Livonia Public Library currently offers 5 desktop computers and 4 Chromebooks with high-speed Internet through WIFI freely and openly for public use, regardless of a valid library patron account or user's age.

All users will be held responsible for any damage or alteration to equipment, or failure to follow any of guidelines.

Parents/legal guardians of a minor (ages 17 and under) are responsible for their actions and use of public computers and Internet WIFI. Parents/legal guardians of a minor (ages 17 and under) who do not want their child to use the library's Internet connection and/or public computers are encouraged to convey their directive to their child. **LIBRARY STAFF IS NOT RESPONSIBLE FOR YOUR MINOR'S INTERNET OR COMPUTER USE.**



Patrons may use the library's public desktop computers for (1) 60-minute sessions. If more time is required, the 60-minute session will reset. Usage to be determined on a first come, first served basis. Preference will also be given to patrons who are conducting academic or employment-related activities.

Due to space and noise concerns, no more than two people may occupy any computer workstation at a time.

Please do not leave your work on the library computer's hard drive. The computer protection software WILL delete all files, downloads, and modifications made throughout the day. Files may be downloaded to the patron's own flash drive or other acceptable storage device. Patrons who download files are responsible for verifying that they are free of computer viruses to protect their own computers.

Library staff will assist library patrons with searches and suggest search strategies but can provide only limited assistance in teaching patrons how to use the Internet and only will provide assistance when time and sufficient staffing allows. The library will periodically offer short introductory classes to familiarize patrons with the basics of Internet searching. Other resources are also available for teaching the use of the Internet to patrons.

MINORS

In providing public access to the Internet, the Library shall follow the Children's Internet Protection Act (CIPA) and the Neighborhood Children's Internet Act (N-CIPA). It is therefore the policy of the library to activate filtering or blocking on all Internet capable computers. Specifically, as required by the CIPA and N-CIPA, to the extent practical, blocking shall be applied to visual depictions of material deemed obscene or child pornography, or to any material deemed harmful to minors. Subject to staff supervision, filtering may be disabled, or in the case of minors, minimized only for bona fide research or other lawful purposes.

The Internet contains a wide variety of material and opinions. The library cannot guarantee the timeliness, accuracy or validity of the information, availability of links, or regulate the materials some may find offensive. The library's ability to restrict access to images and information covered by CIPA and N-CIPA is subject to the limitations of filtering software. As in computer use by a minor, it is the responsibility of the parent or guardian, not the library staff, to determine what information is appropriate and suitable. Parents/legal guardians are encouraged to actively participate in teaching Internet safety.

PRIVACY

The Livonia Public Library does not collect information about community members' use of the Internet, including when the Internet was accessed and what content was accessed via the library's Internet.



DISCLAIMER

The Livonia Public Library is not responsible or liable for the content of postings by third parties accessed via the library's Internet. Users should be aware that not all sources on the Internet provide accurate, complete, or current information. The library denies any responsibility for the accuracy or quality of information obtained. The library urges patrons to be informed consumers and carefully evaluate information obtained via the Internet.

ONGOING USE EVALUATION

The role of the Internet in relation to the mission of The Livonia Public Library will be evaluated periodically by the Director and Board of Trustees and may be changed or modified at any time at the discretion of the Director as authorized by the Board of Trustees and in accordance with any local, state, or federal laws. Questions or concerns regarding the Livonia Public Library's Internet Use Policy should be forwarded to the Director.

This policy may be revised periodically by the resolution of the Board of Trustees.

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