

CODE: 3580
SECTION: Library Materials
SUBJECT: Public Computer and Internet
Access

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INTERNET RESOURCES

General Objectives

Part of the mission of the Danville Public Library is to ensure that its users have free and open access to information and an impartial environment in which to explore the universe of ideas. In providing access to computers and the Internet, the Library gives opportunity to any citizen who needs access to these technology resources and the information they provide.

I. Internet Use and Safety

A. Content & Filtering

The Library provides access to many electronic resources, including the Internet, which contains a wide variety of material and opinions from varied points of view. Many websites contain valuable and timely information; however, other websites may contain material that is inaccurate, defamatory, illegal or offensive to some people. The Danville Public Library shall not be responsible for the accuracy or content nor for a patron's reliance on or use of information or material obtained through the internet. The Library does not necessarily endorse the content of websites accessed through its Internet connection.

In addition to the useful and educational information available on the Internet, a great deal of content exists that is not appropriate for children. The Library enforces the Children's Internet Protection Act (CIPA), which includes measures to block or filter Internet access for both minors and adults to certain materials, including visual depictions, that may be considered obscene, child pornography, or harmful to minors. In accordance with CIPA, no one under the age of 18 is permitted to access computer sites, chat rooms or e-mail containing obscene or sexually-explicit material harmful to minors.

While the Danville Public Library attempts through filtering software to prevent direct access to materials that generally would not be acceptable in a public library, it is impossible technically to prevent access to all objectionable resources. The Library cannot censor access to material or protect users from offensive information beyond the capabilities of the filter nor shall it be responsible or liable for such.

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Filtering software also occasionally blocks acceptable sites; therefore, while the default setting for computers will be filtered, users age 18 and above may elect to disable the filter when logging on to use Library computers for legitimate research purposes. However, Library rules and restrictions as listed below apply at all times. This option is not available for users who are minors.

Filtering software also will not be disabled for patrons using personal computers or devices while connected to the Library's public wireless ("WiFi") network, because Danville Public Library staff is unable to monitor Internet usage on patrons' personal devices.

A patron also may, through a written request, ask to have a website that has been blocked by the filter to be unblocked, temporarily or permanently. After researching requests, IT or Management Staff will determine whether requests will be granted. Action on requests may take up to 48 hours, depending on availability of IT or Management Staff. The request forms are available at the Reference Desk.

It is the responsibility of parents, stepparents, guardians or other adults accompanying minor children to monitor and guide their own children in the use of the Library computers and the Internet.

B. Privacy and Confidentiality

Privacy is not available to computer or WiFi users in the Library. Websites visited by all computers accessing the Internet via the Library's connection may be logged.

In accordance with CIPA, minors (any person younger than 18 years of age) shall not disclose personal identification information on the Internet, nor shall anyone engage in unauthorized disclosure, use, or dissemination of personal identification information regarding minors.

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Users of electronic communications systems (Internet, email, chat, Instant Messaging, Skype, etc.) should be aware that such systems may not be secure and are, therefore, extremely vulnerable to unauthorized access and modification. Electronic communication carried on via Library computer stations or WiFi should not be considered confidential. The Library shall not be responsible or liable for any unauthorized access or modification of electronic communication. Evidence of illegal activity may prompt the Library to report such activity to authorities.

C. Copyright Compliance

U.S. copyright law (Title 17, U.S. Code) prohibits the unauthorized reproduction or distribution of copyrighted materials, except as permitted by the principles of "fair use". Users may not copy or distribute electronic materials (including electronic mail, text, images, programs or data) without the explicit permission of the copyright holder. Any responsibility for any consequences of copyright infringement lies with the user; the Library expressly disclaims any liability or responsibility resulting from such use.

II. Responsibility of Users

The freedom to access information also is a responsibility. Users of Library Internet-accessible computers shall be required to accept an Internet Use Agreement signifying they will adhere to the policy (Section IV below). WiFi users with their own devices are required to accept an abbreviated version of the Internet Use Agreement

CONDITIONS AND TERMS OF USE IN THE LIBRARY

III. Computer Use Rules and Procedures

The Library offers computers to the public for various uses and access, including application software, the Library's online card catalog, selected databases, and the Internet. Online catalog computers ("OPACs") are distributed throughout the building, providing access to the Illinois Heartland Library System SHARE database and other library databases.

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The Library's staff shall develop such rules and procedures as are necessary to insure the fair and reasonable use of computer and Internet resources. Use of the Internet-accessible public computers shall be subject to the following rules and procedures:

- A. Computers are available on a first-come, first-served walk-in basis. Time-management software ("Cassie") is installed on computers to ensure equitable use.
- B. The Library reserves the right to limit use of computers to 1-hour sessions, with a limit of two sessions per person, per day.
- C. Since space is limited and noise from group conversations is disruptive to others, no more than 2 people may gather at one workstation. Computer users who bring children with them are expected to monitor and control their children's behavior at all times. Computer users with noisy, disruptive and unattended children may lose their Internet privileges.
- D. Users may use their own external flash drives on designated library computers. Users may also purchase flash drives at the Reference Desk.
- E. Files downloaded from the Internet may contain malicious software. The Library recommends users run anti-virus software and a pop-up blocker on their personal device. The Library is not liable for any damages to a user's device or security intrusions caused by malicious software.
- F. The Library charges 15 cents per sheet of paper for black ink and 25 cents per sheet of paper for color ink to offset operating expenses for printing. The charge is for the printing, not the information.
- G. To ensure the equitable delivery of all library services, the amount of time that Library staff may provide computer instruction is limited. Staff will generally provide assistance for basic startup procedures. If patrons have never used computers or have specific questions about computers, current books and DVDs on the subject are available for checkout from the Library's collection.

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- A. Computer and Internet use will be managed in a manner consistent with the Library's Rules of Conduct which have been adopted and are posted in the Library. Failure to use computer workstations or WiFi appropriately and responsibly as defined in the Internet Use Contract may result in revocation of computer use privileges, Library privileges and/or criminal prosecution.
- B. Adults age 18 and older must use designated adult computers. Minor children age 12–17 must use the teen computers. Children under age 12 must use designated computers in the Children’s Department. Parents and guardians of minors shall have the responsibility for a child’s use, safety and security while using the Internet through the Library’s connection. The Danville Public Library does not serve *in loco parentis* (in place of a parent); library staff cannot provide constant care and supervision of children as they explore the Internet.

IV. Internet Use Agreement

The Library uses time-management software (“Cassie”) to log users onto the library’s computers and time their sessions. Cassie requires a unique barcode number and PIN (“credentials”) for each user. Cassie does not control WiFi use.

I AGREE AND UNDERSTAND THAT:

- 1. I will not share my Cassie credentials with others nor will I use another’s Cassie credentials.
- 2. Use of the Library’s workstations or WiFi to access Internet sites that are obscene, child pornography, or harmful to minors is prohibited.
- 3. I will not engage in any activity which is disruptive to other Library users. Unacceptable uses include, but are not limited to: harassment of other users; loud talking; libeling or slandering other users; destruction of or damage to equipment, software, or data belonging to the library or other users; and disruption or unauthorized monitoring of electronic communications.

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4. I will not use the workstations or WiFi to gain unauthorized access to the Library's network or computer systems or to any other network or computer system; obstruct other people's work by consuming large amounts of system resources or by deliberately crashing any Library computer system; make any attempt to alter software configurations or install any software; or make any attempt to cause degradation of system performance.
5. I will pay any repair or replacement costs of equipment or software damaged by myself or by minors for whom I am responsible.
6. The library is not responsible for any damage to personal disks, external storage devices, or similar items due to system malfunction, or any other reason.
7. I will follow all copyright laws, which restrict duplication of copyrighted software or material.
8. I will not use the workstations or WiFi to violate Federal, State, or local laws or regulations.
9. If I fail to abide by this agreement, I will lose eligibility for use of the Library's Internet Computers or WiFi.
10. I will not hold the Library responsible for any of the content or accuracy of information, material, or sites I access through the use of the Library's computers. I will not hold the Library responsible for any unauthorized access or modification of electronic communication I engage in through the use of the Library's computers.

*[USERS CLICK "AGREE" TO SIGNIFY ACCEPTANCE;
WITHOUT CLICKING, INTERNET ACCESS WILL NOT BE PROVIDED]*

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V. Violations of Policies

Any patron's violation of these rules and policies will result in revocation of the privilege to use the Library's computers or WiFi. Any terms of such revocation will be communicated by the Library Management.

VI. Disclaimer

The Library expressly disclaims any liability or responsibility arising from access to or use of information obtained through its electronic information systems, or any consequences thereof. The Danville Public Library assumes no liability for any loss or damage to the user's data or equipment, or for any damage or injury arising from invasion of privacy in the user's computer equipment, accounts, programs, or files.

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