

## SECTION XI- COMPUTER/INTERNET POLICY

The Manteno Public Library reserves the right to limit, refuse, and/or ban any patron from using the library equipment and computers. Violation of any aspect of this policy may result in the loss of computer and/or library privileges. Usage of the library's computers constitutes acceptance of this policy.

### Youth Requirements:

- Patrons under the age of 18 must have their parent/guardian sign a permission card. Patrons under the age of 11 must be accompanied by a parent or guardian.
- The Manteno Public Library assumes no responsibility for the use of the computer or Internet by children. It is the responsibility of the user (or parent/guardian) to determine what is appropriate.
- The library has installed filtering software on all access Internet stations. Parents should be aware that no filtering software is foolproof. Occasionally, a useful site may be blocked or access is allowed to a site that some might find objectionable.

### General Requirements:

- All Manteno Public Library District residents need a valid Manteno Public Library card. Out of town users must show driver's license or military ID, State ID, or school ID and will be issued a guest pass.
- Patrons wishing to use the library's computers must agree to the Manteno Public Library District Internet Use Policy.
- Each patron is allowed a 1-hour session on computer stations, which may be extended if needed. Once patron logs out of session there is a 3-hour waiting time before patron can begin another session on computer.
- All users of the Internet at the Manteno Public Library District are expected to use this resource in a responsible and ethical manner. The display of text or graphics, which may reasonably be construed as inappropriate in a library by Library staff, is prohibited.

### Responsibility of Patron:

- A minimal level of competence is required of users. Because of limitations, staff may not always be available to assist at this time. The staff does not offer personal Internet and basic computer operation training.
- Download and upload to a flash drive. Patrons must provide their own flash drives. Library is not responsible for damage to storage media or devices or loss of data while using the library's computers. Patrons may not use personal software or alter or attach equipment to the library's hardware.
- Use of Internet workstations is for LEGAL purposes only. Use of the workstation for any ILLEGAL purposes including software piracy is NOT permitted. Misuse or abuses will result in suspension of computer privileges for a 1 period of time as defined by Library staff.
- Unacceptable uses include, but are not limited to: harassment of other users, libeling or slandering other users, destruction or damage to equipment, software, or data belonging to the library or others, disruption or unauthorized monitoring of electronic communications or unauthorized copying of copyright-protected material
- Users may be held responsible for damage to computers.
- **Viewing of pictorial sexually explicit web sites creates a harassing/hostile/uncomfortable atmosphere for many fellow library users. If you are observed engaging in this behavior you are subject to losing your library public Internet use privileges.**

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