

Land O' Lakes Public Library	
<b>Title:</b>	Computer/Internet Use Policy
<b>Review Cycle:</b>	Every 3 years
<b>Revision Approval Date:</b>	August 9, 2023

## **Computer/Internet Use Policy**

### **Public Computer Use**

- A. Patrons may not copy computer software.
- B. Printing is available. The price list is located by the copier.
- C. The library reserves the right to temporarily revoke computer privileges for infractions of our rules.
- D. All users must sign in with either their library card or a visitor pass, which can be requested at the circulation desk.

### **Internet Use Policy**

- A. The Land O' Lakes Public Library is providing access to the internet as a means to enhance the information and learning opportunities for the citizens of the library's services area. The Board of Trustees has established this *Internet Use Policy* to ensure appropriate and effective use of this resource.
- B. Access to the internet is available to all patrons; however, this service may be restricted at any time for use not consistent with the guidelines. Parents of minor children must assume responsibility for their children's use of the library's internet-service.
- C. Expectations

Users should be aware that the inappropriate use of electronic information resources can be a violation of local, state and federal laws and can lead to prosecution. The user will be held responsible for their actions using the internet. Users are expected to abide by the policies below, which include generally accepted rules of network etiquette. Unacceptable uses of the service will result in the suspension or revocation of internet privileges.

### **Warnings**

- A. The internet is a decentralized, unsupervised global network; the Land O' Lakes Public Library has no control over the content found there. Because the computers are all in public view, we will not allow users to view pornographic material, or any other websites deemed inappropriate by the staff. These sites are NOT acceptable, and you will be asked to

refrain from these sites while at the library. The library is not responsible for the availability or accuracy of information found on the internet.

- B. The library cannot ensure that data or files downloaded by users are virus-free. The library is not responsible for damages to equipment or data on a user's personal computer from the use of the library's internet service.
- C. The use of the internet and e-mail is not guaranteed to be private. Messages relating to or in support of illegal activities will be reported to the proper authorities.

### **Guidelines**

- A. Users may use the internet for research and the acquisition of information to address their educational, vocational, cultural and recreational needs.
- B. Users may use the internet for the receipt and transmission of electronic mail (e-mail) as long as they use a free e-mail service that they establish and maintain and account for them; the library is NOT usable to manage e-mail accounts for organizations or individuals.
- C. Users will respect and uphold copyright laws and all other applicable laws and regulations; they will not use it for illegal purposes.
- D. Users will respect the rights and privacy of others by not accessing private files.
- E. Users agree not to incur any costs for the library through their use on internet service.
- F. Users shall not create and/or distribute computer viruses over the internet.
- G. Users shall not deliberately or willfully cause damage to computer equipment, programs or parameters.