



Fortville-Vernon Township

Public Library

INTERNET AND COMPUTER USE POLICY

Purpose

The Fortville-Vernon Township Public Library is committed to providing access to informational, educational, recreational and cultural resources for all library users. The Library provides access to the Internet through library computers connected to the Internet and through wireless access.

The Library's computer system provides the opportunity to integrate electronic resources from information networks around the world with the library's other resources. However, not all sources on the Internet are accurate, complete, legal, trustworthy, or up-to-date. The Library assumes responsibility only for the information provided on its website and social media pages. The Library cannot monitor or accept responsibility for material in other Internet sources.

Access

Patrons and members of the public, using approved guest credentials, are eligible to access the Library's computers and resources. Computer use is on a first-come, first-served basis. To promote equitable access to computer resources, the Library staff may impose time limits if others are waiting. Staff may also take other measures to manage computer access including (but not restricted to) reserving terminals for individuals or groups with specific needs.

Free wireless access is available for all Library visitors with personal laptops and mobile devices. Use is governed by the Library's internet use policy. Use of the Library's wireless network is entirely at the risk of the user.

User Responsibilities

- Users will comply with all staff directives.
- Users are not permitted to load personal software onto Library computers. Library staff may offer basic instructional guidance regarding computer usage upon request. Typing, legal, medical, or application services are not available from Library staff.
- Users must comply with all state and federal copyright laws.



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- To listen to audio on a computer, patrons must provide their own headphones. Using the built-in computer speakers is not permitted as it is disruptive to other users.
- If users must engage in conversation, they should do so quietly to avoid disturbing others working at nearby stations.
- Users should respect the privacy of others and should not interfere with searches, nor should anyone attempt to gain access to passwords, data, or files belonging to others.
- Printing is currently available at a cost of 10 cents for every black and white page printed and 25 cents for every color page printed. Printing must be concluded before the close of business.

Confidentiality

In keeping with the Library's general policies, information stored on computers is treated as confidential. The Library does not disclose information about an individual's use of computer resources except pursuant to such process, order, or subpoena as may be authorized under the authority of, and pursuant to, federal state or local law relating to civil, criminal, or administrative discovery procedures or legislative investigative power. Viewing information in the course of normal system maintenance does not constitute disclosure.

Information stored by a user on the Library's public computers will be removed by operating system procedures and software tools at the conclusion of each user session. However, no guarantees can be made in this regard and customers should exercise caution when exposing any private information. Users should save files to a personal storage device or onto a cloud network; items saved to the computer will not be available once the session is terminated.

Internet Safety

The Fortville-Vernon Township Public Library strives for safe, reliable internet service for patrons. All computer users must adhere to the guidelines outlined in this policy.

- Parents or guardians of children under eighteen (18) must assume responsibility for their children's use of the Internet. In compliance with the



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requirements of the Children's Internet Protection Act (CIPA), all public computers are equipped with filtering software that prevents access to material harmful to minors; however, the library cannot guarantee that users will be protected from offensive information.

- Adult patrons over the age of 18 may request that the filter be removed temporarily for any lawful purpose that meets Fortville-Vernon Township Public Library's policies and guidelines.
- Computer and network users are expected to comply with all copyright and licensing agreements and computer protection laws. No downloading and/or installing executable files from any source, changing the configuration files of any hardware and software on the Library's workstations or attempting to disable or bypass the Library's filtering software is allowed.
- The Library is not responsible for any financial or legal liability that results from a patron's use of the internet.
- While the Fortville-Vernon Township 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. Patrons who use the library's computers in an attempt to view obscene materials are subject to the provisions of the Acceptable Behavior Policy.

Disclaimer

- Fortville-Vernon Township Public Library employs antivirus software, but it cannot guarantee that its Web site, server, or any other Web site accessed by Internet users is free of viruses or other harmful components.
- 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 Fortville-Vernon Township Public Library assumes no responsibility for any damages, direct or indirect, loss of data, or loss of privacy, arising from the use of its computers to access the Internet, documents, or other files created or edited using any software installed on the computers.



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Implementation of Policy

Users are expected to follow all of the guidelines outlined in this policy and in the Acceptable Behavior Policy. The Fortville-Vernon Township Public Library Board authorizes Library staff to dismiss a person from the library for the remainder of the day for failure to comply with these expectations. The Fortville-Vernon Township Public Library Board further authorizes suspension from the Library's Computers and Network for egregious or repeated offenses. This will be at the discretion of Library Administration and the patron will be notified of the length and reason for the suspension. Written Library procedures are to be followed and uniformly enforced.

DULY ADOPTED by the Board of Trustees of the Fortville-Vernon Township Public

Library at its regular meeting held on the 20th day of April, 2021, at which meeting a quorum was present.

NAY

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ATTEST:



Secretary

Fortville-Vernon Township

Public Library