

**Dorothy Hull Library  
Windsor Charter Township**

**Internet and Computer Use Policy**

**Purpose**

The Dorothy Hull Library, in its desire to meet the educational, informational, and communication needs of the community, offers free computer and Internet access. Accessing the Library's Wi-Fi and computers can play an important role in linking patrons to the broader world through use of the Internet. Patron can thus explore resources, research and recreational reading opportunities that are not available through the Library's other collections.

The Library does not offer dial up accounts to access the Internet.

**Responsibility of Users**

Patrons should be aware that the Internet is a world of its own, totally beyond the control of the Library. Information and resource materials found on the Internet maybe valuable or useless, accurate or erroneous, objective or strongly biased to point of being offensive. Therefore, the Library takes no responsibility for the quality, legality or accuracy of Internet information. Nor, does it take responsibility for the usability of accessed websites. Thus, patrons of the Library's network receive and send data at their own risk.

As the Library is a public place, the privacy or safety of electronic transmissions cannot be guaranteed. Therefore, patrons are responsible for their use of these free resources. Discretion is expected of all patrons accessing the Library's network. Patrons are responsible for their selection of websites, as well as, their viewing of or creation of text and/ or graphics. Content shall not be received, viewed, created, or sent that may be illegal, offensive or harmful to others.

Use of the computers for hurtful, harassing, illegal or criminal purposes or to seek access into unauthorized areas is strictly prohibited.

Patrons are expected to use the computers in a manner that does not disturb those around them and does not damage the computers in any way.

Further, the Library does not assume responsibility for any direct or indirect damages arising from one's use of their connection to the Internet.

Failure to use Library computers and/or access to the Internet in a responsible and/or appropriate manner will result in immediate suspension or revocation of the patron's

Library computer and Wi-Fi use privileges. This includes use that damages or alters Library computer equipment, systems, or software.

Library staff has authority to determine if a patron's behavior is inappropriate. They further have the authority to end an Internet session when inappropriate behavior occurs.

Requests for a reinstatement of computer/Internet privileges may be made in writing to the Library Director. The Library Director may seek further review of the request by the Library Board.

### **Accessing the Computers and the Internet**

Patrons wishing to use the Library's public computers or Wi-Fi are not required to have a valid Library card as long as they respect the Library and adhere to this policy.

Computers are available on a walk-in basis. Prior to using a Library computer or initially receiving the Library's Wi-Fi access information, each patron must sign in at the librarian's desk. Each subsequent use of a Library computer will require a new sign in.

Using the use sheets, at the end of each day, Library staff are to extract and record the statistical data (ex. the number of users) needed for monthly and year end reporting. Each day's use sheets are to be destroyed following the statistical data being recorded.

Patrons using the Library's network to access the Internet on their own electronic devices shall comply with the same rules governing Internet usage as those who use the Library's public computers. If a patron chooses to use his/her own computer or other device in the Library, the Library is not responsible for any damage to that computer or device or for the corruption of data, including corruption caused by virus or spyware infection.

Patrons with unpaid financial obligations due to lost, missing or late materials may not use the Library's computers or Wi-Fi until such obligations are satisfied.

Accessing the Internet via the Library's resources (using the Library's computers or the Library's network) implies agreement with this policy.

### **Children's Use of the Library's Public Computers**

Children under 11 years of age, wishing to access the public computers are to be accompanied by a parent/guardian or an individual designated by the parent. All designated persons are to be 16 years of age or older. The parent /guardian/designated individual is to be present during the period the young child is using the Library's computer.

Prior to a child under 11 years of age using the Library's computer, both the child and the parent/guardian/designated individual are to sign in on the daily computer use sheet. The Librarian present is to inform the child and his/her supervising individual that Library staff,

under Michigan Law, are required to monitor the child's use of the computer to ensure only appropriate and safe sites are accessed.

Children between the ages of 11 through 17, who visit the Library, may access the Library's computer without having their parent/guardian present. This is in accordance with the library's desire to encourage preteens and teens to view the Library as a welcoming environment. Prior to using the Library's computer, the preteen/teen is to sign in on the daily computer use sheet.

The Librarian present is then to inform the preteen/teen that Library staff, under Michigan Law, are required to monitor his/her use of the computer to ensure only appropriate and safe sites are accessed.

All children shall demonstrate a respect for the computer equipment while using this resource.

### **Guidelines for General Computer Use**

1. Patrons wishing to use the Library's computers should have basic computer skills.
2. Library staff are not expected to provide instruction on how to use the computer. Staff, however, have discretion in providing limited assistance in searching or locating information when the Library is not busy.
3. Library staff may offer limited assistance in providing initial access to the Internet..
4. No more than two patrons may use a computer together unless Library staff approve an additional individual.
5. If a patron is waiting to use a computer, access is to be granted after 30 minutes. The other patron using the computer will need to relinquish the computer when asked by Library staff. An exception to this rule is made for a user filing for unemployment, processing a job application, updating a resume, and/or completing a school project.
6. Computers left unattended for more than 10 minutes will be made available to other patrons.
7. Content created and material downloaded by patrons cannot be saved on the Library's computers. If a patron needs their content/material saved, it must be saved on the

individual's own portable device.

8. Printing is available for a fee. Color printing is also available by request. The patron is responsible for all pages printed even though the printed result may not be what the patron expected. Patrons are encouraged to use the "Print Preview" and/or to copy and paste the wanted content into a Word document to minimize printing costs.
9. Materials obtained on or copied from the Internet may be subject to laws that govern making reproductions of copyrighted works. A work protected by copyright may not be copied without permission of the copyright owner unless the proposed use falls within the definition of "Fair Use". Patrons accessing the Library's computers and Wi-Fi are responsible for compliance with all laws governing copyright materials.
10. Library staff will turn off public computers at the time of closing on each Library business day.

Amended March 16, 2006; May 21, 2009; July 15, 2010 and Sept. 21, 2017