

Materials

Public Information, Services, and Networks

General Guidelines

The Villa Park Public Library offers in-library access to electronic information, services and networks as part of its mission to meet the cultural, educational, informational and recreational needs of the community.

The purpose of this policy is to ensure that those using these information resources will do so with respect for this public property, and recognize the rights of others using these resources.

The Library's role will be that of guidance, not instruction. Stations will be operational from 9:00 a.m. to 8:45 p.m. on weekdays, from 9:00 a.m. to 4:45 p.m. on Saturdays and from 1:00 to 4:45 p.m. on Sundays.

All Villa Park cardholders using the Internet and multimedia computers must have valid library cards (See Policy 646, Use of the Internet Computers). No one owing the Library more than \$5.00 in fines and fees will be allowed to use the Internet and multimedia stations.

There is no charge for Villa Park cardholders to use the computers. If demand warrants it, the Library may limit a patron's time spent on a computer to 15 or 60 minute time intervals.

There is a cost for printer paper. Users may use their own disks at no charge or purchase disks from the Library (See Policy 731, Schedule of Fines and Fees).

No data may be permanently stored on a computer's hard drive. Temporary hard drive usage is permitted, while the user is working on a computer; however, all data should be saved on the user's own disk before the user leaves the Library. The Library reserves the right to delete information on the hard drive.

Users are financially responsible for any damage resulting from misuse of the equipment or software. Users may not alter or attach any personal equipment to the Library's hardware.

Users may not bring their own software for use in the Library and may not add their software to the Library's system.

Although there is anti-virus software installed on the Library's computers, this will not completely protect users from the chance of downloading a virus. The Library assumes no responsibility for data loss or damage to software or disks belonging to users.

Unacceptable Use

It is not acceptable to use the Library access to electronic information, services and networks for any purposes which violate federal, state and local laws. The user will be responsible for knowledge of all applicable federal, state and local laws for which they may be held in violation.

It is not acceptable to use the Library network in such a way as to interfere with or disrupt network users, services or equipment. Such interference or disruption includes but is not limited to:

- Circumventing the Library's data protection measures or uncovering security loopholes or bugs. Users may not gain or attempt to gain unauthorized access to restricted areas or files on the computer system. Users may not tamper with any software protections or restrictions placed on computer applications, files or directories.
- Attempting to change or damage computer equipment, software settings or files belonging to the Library, other users or external networks and/or web sites or attempting to deliberately crash a computer, consume large amounts of system resources, lock out files or cause any other type of improper interference with system operations.
- Attempting to use the network to make unauthorized entry to other computational, information or communications devices or resources.

Failure to comply with these policies may result in revocation of all library access and/or appropriate legal action.

Approved 5/22/02