

## Materials

### Use of the Internet Computers

#### Introduction

The mission of the Villa Park Public Library is to provide equal access to materials and resources to meet the cultural, educational, informational, and recreational needs of the community. The Library has made resources available in a variety of formats to meet the diverse needs of our community. To expand and enhance its resources, the Villa Park Public Library is providing Internet access.

The Internet, as a global electronic network, enables individuals to search for ideas and information beyond the confines of the library collection. Currently, the Internet is an unregulated medium; it provides a wealth of enriching material but also some that may be erroneous, out-of-date, illegal, or offensive. Library users are the final selectors in using the Internet and are responsible for their individual choices and decisions.

The online environment has become an important and growing part of economic, cultural, civic, and social life, and the use of new Internet-based applications for collaboration and learning – including “social networking” sites – is becoming increasingly prevalent.

Users should be aware that most of the information found on the Internet is generated outside of the Library. The Villa Park Public Library has no control of the Internet and its content and assumes no responsibility for the quality, accuracy, or currency of any Internet resource or the availability on the Internet of material of a controversial nature. Since the Internet is a vast and unregulated information network, it enables access to ideas, information, images, and commentary beyond the confines of the Library's collection, mission, selection criteria, and collection development plan. Access points on the Internet change often, rapidly, and unpredictably, and the Library cannot protect individuals from information and images which they might find offensive or disturbing.

#### Intellectual Freedom/Right to Privacy

The same standards of intellectual freedom, privacy and confidentiality endorsed by the Villa Park Public Library for traditional resources and services also apply to electronic media, including usage of the Internet.

The Library has a policy of open access to all parts of its collections, including access to the Internet. Also, use is not prioritized by information need (everyone's information need is important to him or her).

The Library seeks to protect the First Amendment rights of its customers and their individual right to privacy. However, Internet users must be sensitive to the fact that workstations are in public areas and, therefore, images on the screen and at public printers are subject to view by any library patron or employee passing by.

## Use of the Internet Computers

### REQUIREMENTS:

- 90 minute Internet station users must have a valid Villa Park Public Library Card and must sign the Internet Registration and User Agreement.
- Patrons under the age of 18 must have the Internet Registration and User Agreement completed by their parents or guardians at the Library.
- Non-Villa Park Public Library cardholders must be 18 years of age, and accept the terms of the Internet Registration and User Agreement prior to each use.
- Patrons must be able to prove age and identity upon demand.
- Non-Villa Park Public Library cardholders may only use the Express Stations.

**STAFF ASSISTANCE:** Staff provides limited assistance for basic start up procedures. If patrons have never used computers or have specific questions about the Internet, circulating books on these topics are available.

**TIME LIMITS:** There is a limit of 90 minutes on the Internet per day.

**EXPRESS STATION:** Express Stations are reserved for informational use. Use of the Express Station is limited to patrons 18 years of age and older. There is a limit of 15 consecutive minutes per day.

**PRINTER:** A printer is available for patron use. There is a charge for each page printed. Patrons may be charged for unpaid copies. (See Policy 731, Schedule of Fines and Fees)

**DOWNLOADING:** Patrons may download only to preformatted media. The Library is not responsible for any loss or damage to personal media when downloading.

**LEGAL USE:** Internet computers may only be used for legal purposes. Unacceptable uses include, but are not limited to: harassment of other users; libeling or slandering other users; destruction of or damage to equipment, software or data belonging to the Library or other users; disruption or unauthorized monitoring of electronic communications; or unauthorized copying of copyright-protected material. Certain of these violations may constitute a criminal offense and will be subject to prosecution by the appropriate authorities. (See Materials Policy 643, Public Information, Services and Networks.)

**USE BY CHILDREN:**

- Children under eight years of age must be accompanied by a parent or other responsible adult at all times the child is using the Internet terminal.
- Children using the Internet computers may be asked to produce their library cards during each use.
- Parents, guardians, and caregivers are expected to instruct minors to never give out personal information on the Internet. Before giving out personal information, minors need to be confident that they are dealing with someone who is known and trusted by them, their parents or guardians.

**USE OF EQUIPMENT:** Users must agree to use the computer equipment in a responsible manner and will be held responsible for any damage that may occur. (See Materials Policy 643, Public Information, Services and Networks.) Patrons may not use personal software or alter or attach equipment to the Library's hardware.

Patrons under 14 are required to use the Internet at the Youth Services workstations.

**LOSS OF PRIVILEGES:** If the user does not comply with this policy, Internet privileges may be revoked. The period of time privileges to be revoked to be determined by the Library Administrator. Loss of privileges will be noted in the patron's account in the Library's database. To reinstate privileges, the patron must reapply for Internet access.

**CONCERNS:** A patron with a concern about the policy on the use of the Internet computer or the content available through the Internet shall express the concern as specifically as possible to the Library Administrator in writing, stating his or her name, address, and telephone number. If necessary in the judgment of the Library Administrator, the Board of Trustees will be consulted in addressing the concern.

**EXCEPTIONS:** In those cases where the Administrator deems it appropriate to do so, the Library Administrator is authorized to make occasional exceptions to this policy to permit use.

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**REGISTRATION AND USER AGREEMENT**

1. I have read the policies covering the use of the VILLA PARK PUBLIC LIBRARY'S Internet computers and agree to abide by it and future revisions of the policy.
2. I agree to pay any repair or replacement costs of equipment or software damaged by myself or by minors for whom I am responsible.
3. I agree to pay for all printouts generated during my sessions as delineated in Library policy. I understand that my account may be billed for unpaid printouts.
4. I understand the Library is not responsible for any damage to personal preformatted media due to system malfunction, or any other reason.
5. I understand that copyright laws restrict duplication of copyrighted software, and I will follow all copyright laws.
6. I understand that the Internet does contain material of a controversial nature; that the Library has no control in terms of the Internet and its resources; and that the Library assumes no responsibility for the quality, accuracy, or currency of the Internet. I am aware that most of the information found on the Internet is generated outside of the Library. I will choose my access points with discrimination.
7. I understand that if I fail to abide by the Internet computer policies, I will lose eligibility for use of the Internet computer.

NAME (PLEASE PRINT) \_\_\_\_\_

SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

LIBRARY CARD NUMBER \_\_\_\_\_

**For Patrons Under the Age of 18:** As the parent or guardian of

MINOR'S NAME (PLEASE PRINT) \_\_\_\_\_

I give permission for my child to use the Internet computers at the VILLA PARK PUBLIC LIBRARY. I am aware that the Library offers unlimited access to the Internet and the Internet does contain material of a controversial nature. With that understanding, I am responsible for monitoring my child's appropriate use of the Internet and the computer equipment. I am also responsible for any damage that may occur.

PARENT'S NAME (PLEASE PRINT) \_\_\_\_\_

PARENT'S SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

RELATIONSHIP TO MINOR \_\_\_\_\_

LIBRARY CARD OF MINOR \_\_\_\_\_

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