

## **INTERNET ACCESS AND USE**

Public access to the Internet is available to all users of the Pinckney Community Public Library. The Library is making the Internet available to the public as an informational and educational resource in support of our mission to serve the educational and informational needs of all ages.

The Pinckney Community Public Library has no control of the Internet and its resources and assumes no responsibility for the quality, accuracy, or currency of any Internet resource. The availability of information links often changes rapidly and unpredictably. Not all sources on the Internet provide accurate, complete, or current information. The Library, its officers, director and employees assume no responsibility for any damages, direct or indirect, arising from its connection to the Internet. Users should evaluate Internet sources more carefully than they do printed publication, questioning the validity of the information provided.

Users are cautioned that ideas, points of view and images can be found on the Internet, which are controversial, divergent, and/or inflammatory. The provision of access does not mean or imply that the Library endorses or sanctions the content of any information, which may be found on the Internet.

Pinckney Community Public Library is not currently using software to filter Internet access to its public computers in the general library area because that can lead to a misguided sense of safety when viewing the Internet. In compliance with federal and state laws, it is illegal for minors to access obscene matter or sexually explicit materials. Therefore, filtered Internet access is provided for minors under the age of 17 in the Children's area of the library. Any minors who use the public computers in the general library area must be directly supervised by a parent or legal guardian. No exceptions will be made.

Because the Library's Internet Computers are in a public area, users are asked to consider the various ages, backgrounds, and sensibilities of the public when accessing potentially controversial information and images.

Users are cautioned that, because security in an electronic environment cannot be guaranteed, all transactions, files and communication are vulnerable to unauthorized access and use and, therefore, should be considered public.

## WORKSTATION ACCEPTABLE USE RULES

1. Use of the workstations is on a first come first serve basis. All users must check in at the public service desk before using any of the public computers.
2. A vacated computer will be considered abandoned after 15 minutes and assigned to the next user.
3. Files may **not** be downloaded onto the hard drive.
4. Copying, removing, or modifying software from the laptop is prohibited. Any modifications to the hardware or system settings are also prohibited.
5. If staff perceives a breach in security or misuse of the library's computers, they will immediately terminate violator's use of the machine. The Library Director, or his or her authorized designee, is authorized to terminate any user's access if the user has failed to comply with the Library's Technology Policy and/or rules.
6. There is a charge for printing and prices are posted in the Library. Default printing is in black and white. Ask the Library staff for assistance with color printing.
7. Internet users must respect copyright restrictions. Responsibility for any consequences of copyright infringement lies with the user; the Library expressly disclaims any liability or responsibility resulting from such use.
8. The Library staff will be happy to help as much as possible but cannot provide in-depth training concerning the Internet, computer jargon or personal computer use. We may, however, be able to offer suggestions and answer questions. Patrons use the Internet at their own risk.
9. Please respect the privacy of others. Be sensitive of other's values and beliefs when accessing potentially controversial information and images.
10. Internet users may not utilize the facilities directly or indirectly in the commission of a crime and agree to hold harmless the Pinckney Community Public Library from any claims and expenses relating to the user's violations of the rules and guidelines. Illegal materials such as child pornography or obscenity may not be accessed.
11. PCPL is currently filtering the Internet in the Children's area. The public computers in the general library area are not filtered. In compliance with federal and state laws, it is illegal for minors to access obscene matter or sexually explicit materials. When using unfiltered computers, minors under the age of 17 must be directly supervised by a parent or legal guardian. Parents are responsible for **all resources** accessed through the public machines. No exceptions will be made.
12. By using the Internet computer at the Pinckney Community Public Library you agree to abide by the Workstation Acceptable Use and Technology Policy. Misuse of the computers will result in the loss of your Internet privileges. Illegal acts involving the Library's Internet connection and computer equipment may be subject to prosecution by local, state, or federal authorities.
13. In case of illegal activities, the library will co-operate with law enforcement agencies to the extent the law allows.
14. Computers must be vacated at closing time.
15. The staff on duty at the desk is the ultimate judge on any disputes over the computers.

16. The Pinckney Community Public Library reserves the right to modify this policy at any time.

### **LAPTOP LENDING**

Pinckney Library offers laptops lending to all patrons with a current library card in good standing. **Laptops are not to be taken out of library premises.**

All library laptops fall under the Pinckney Library Technology Policy, and users are required to comply with the following:

- Patrons who check out laptops are fully responsible for their use and condition upon return. Allowing use by others is discouraged.
- Library laptops are filtered as they are available for patrons of all ages. Adults aged 18 and older may request for filtering to be turned off.
- Laptops are available for 4-hour check outs, with the possibility of one (1) renewal, and can be used only within the main public library area.
- Laptops should be returned to the circulation desk 15 minutes prior to library closing.
- Laptop use is free, but printing charges still apply.
- Laptop computers may not be used for illegal purposes.
- Work may not be saved on the laptop's hard drive. Copying, removing, or modifying software from the laptop is prohibited. Any modifications to the hardware or system settings are also prohibited.
- Malfunctioning equipment should be reported to library staff immediately.
- Abuse of this policy, as determined by library staff, may result in suspension or revocation of borrowing privileges.

### **DOWNLOADING**

Downloading to the hard drive is prohibited. The library is not responsible for any loss or damage to personal devices when downloading.

### **SCANNING**

Self-service document/image scanning is available only in the Local History Room. It is first-come first serve. Scanning is free, but library-printing charges will be in effect. (Printing charges: \$.10/page for black & white printing, and \$.25/page for color.)

### **STAFF ASSISTANCE**

Staff will assist Library users in getting started on the Internet. However, the Library cannot guarantee that Internet-trained staff will be available to assist users at all times the Library is open. Regrettably, staff is not able to offer extensive explanations about the Internet or personal computer use or provide in-depth training. Time permitting, staff will try to answer specific questions about the Internet and offer suggestions for effective searching. Staff can also provide information about Internet training opportunities and Internet books and manuals.

## **SUPERVISING CHILDREN'S USE**

Library personnel do not monitor or supervise Internet access except for the length of time of use. Parents or guardians, NOT the Library staff, are responsible for the Internet information selected and/or accessed by their children. Parental supervision of children searching the Internet is advised.

It is the Library's policy that parents or legal guardians must assume responsibilities for deciding what Library resources are appropriate for their children. There will be some resources, which parents may feel are inappropriate for their children. Parents should let their children know if there are materials that they do not want them to use. Parents should supervise their child's Internet sessions.

## **COPYRIGHT**

U.S. copyright law (Title 17, U.S. Code) prohibits the unauthorized reproduction or distribution of copyrighted materials, except as permitted by the principles of "fair use". Users may not copy or distribute electronic materials (including electronic mail, text, images, programs, or data) without the explicit permission of the copyright holder. Any responsibility for any consequences of copyright infringement lies with the user; the Library expressly disclaims any liability or responsibility resulting from such use.

## **WIRELESS ACCESS POLICY**

1. The Pinckney Community Public Library provides access to Internet resources as an extension of the library's commitment to meeting the community's information needs.
2. **Parents or guardians, not the library or its staff, are responsible for the Internet information selected and/or accessed by their children. The Pinckney Community Public Library requires a parent to accompany their children when using a laptop.**
3. Library employees are authorized to terminate any user's Internet access for 1 day if the user has failed to comply with the library's Technology Policy ***and/or rules as addressed in the Library's Rules of Conduct (copy available at Reference Desk). The library director may impose longer or permanent restrictions for violations.***
4. **The Library Staff will not provide any technical support to users or their equipment or handle any personal laptops.**
5. **Laptops must have updated antivirus software *before* connecting to the Library's network.**
6. Wireless Internet must be used in a responsible manner, respecting the rights of others. Computer and Internet settings may not be changed and the **downloading of files is prohibited.**
7. **No downloading programs/mpegs/movies/ etc. over the wireless network!**
8. **No installing personal wireless network hubs or access points (This includes ad-hoc setup).**
9. Laptops cannot be used for any fraudulent or unlawful purpose, including any activities prohibited under any applicable Federal, Michigan or local laws.

10. Patrons should be aware that material on the Internet and the World Wide Web is copyrighted. It is the user's responsibility to be aware of the display of any notices concerning the copyright of information on the Web and to respect the copyright laws of the United States.
11. The Library does not condone the use of equipment to access material that can be classified as obscene, child pornography, or harmful to minors. Pinckney Community Public Library is committed to providing an environment free from sexual and other forms of harassment and hate. Patrons are asked not to display on screens or print out materials that may be objectionable.
12. Internet users whose access session has been terminated or prohibited may request the decision be reviewed by the Board of Trustees.
13. The Library assumes no responsibility for any damages, direct or indirect, arising from its connections to the Internet. The Library makes no guarantees, either expressed or implied, with respect to the quality or content of the information available on the Internet. Not all the information available via the Internet is accurate, current or complete. Users are encouraged to be good information consumers by evaluating the validity of information accessed via the Internet.
14. Users are cautioned that ideas, points of view, and images can be found on the Internet which are controversial, divergent and inflammatory. The provision of access does not mean or imply that the Library endorses or sanctions the content or point of view of any of the information or commentary which may be found on the Internet.
15. The Library is shared by library users of all ages, background and sensibilities. Since staff cannot consistently and effectively monitor the public's use of the Internet, patrons are asked to be sensitive of others' values and beliefs when accessing potentially controversial information and images.

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By signing this contract, I agree to abide by the restrictions discussed above. I understand that failure to abide by this policy may lead to revocation of my wireless privileges in the library

Signed \_\_\_\_\_

Date \_\_\_\_\_

Print Name \_\_\_\_\_

Patron Number \_\_\_\_\_

### **Mobile Wi-Fi Hotspots** (Approved March 2017)

Take the Internet with you wherever you go with a Wi-Fi Hotspot. Perfect for use at home, in a park, or while on vacation. The Pinckney Library Hotspot is an easy-to-use mobile Hotspot that keeps your laptop, tablet, or other Wi-Fi enabled devices connected to the Internet.

To check out a Hotspot, patron must:

- Be a valid Pinckney Library patron:
  - Be 18 years or older.
  - Present BOTH a state-issued photo ID and Pinckney Community Public Library card.
  - Be a PCPL library cardholder for at least one year.
  - No fines or fees, no billed items, claims returned or blocks on library card account. No exceptions.
- Hotspots can be checked out at the Circulation Desk for 2 weeks with no renewals and no grace period. A \$10 daily late fee up to \$200 will be immediately added to patron's account once checkout period has expired.
- Only ONE Hotspot can be checked out per family or household. A household is considered to be all cardholders residing at the same address.
- No renewals on hotspots. One checkout per household per 30-day period.
- Holds can be placed on Hotspots.
- **You** are responsible for the Hotspot and accessories checked out on your library card. In case of loss or damage, fees will be assessed on an individual basis depending upon cost of repair or replacement.
- **DO NOT** tamper with or change settings and passwords to Hotspot. Doing so will forfeit any future checkouts.
- Immediately report loss or damage to the Circulation Desk.
- Replacement cost (Hotspot, accessories, and case) up to \$200.
- Fines or fees need to be paid in full before Hotspot can be checked out to patron or family again.
- Hotspot must be returned in person to the Pinckney Library Circulation Desk. Contents of case include Hotspot, power adaptor, and cord.

#### **DO NOT RETURN IN THE BOOK DROP**

If returned by any other means other than in person, borrowing privileges for Hotspots will be suspended.

**By checking out a PCPL Wi-Fi Hotspot, patron agrees to assume full responsibility for the safety and care of the equipment during the time it is checked out to the patron. Patron also agrees to abide by all the terms and conditions of the Pinckney Community Public Library's Internet and Wireless Access and Use Policy.**