

SAUGATUCK-DOUGLAS DISTRICT LIBRARY INTERNET/COMPUTER USE POLICY

Saugatuck/Douglas District Library ("The Library") is pleased to offer Internet access via Library computers and wireless access (when available). One-half hour is allotted for Library computer use when others are waiting. Specific computers are limited to card catalog and reference database use only and are clearly marked as such.

It must be understood that not all sources on the Internet provide information that is accurate, complete, current, or legal. The Internet may contain material of a controversial nature. The Library is unable to monitor or control the content of materials on the Internet and does not guarantee the accuracy or currency of information obtained through the Internet. The Library, trustees, agents, and employees shall not be liable for any damages (direct or consequential) for any information obtained or personal information disclosed on the Internet.

Library staff cannot provide in-depth computer training or support. If assistance is needed, the Circulation Desk Staff will assist in finding educational Library materials, web resources, or classes that are available.

Library patrons must use the computers and equipment in a manner that does not damage the equipment. No files may be downloaded onto the computer's hard drive, including the installation of software. Reconfiguration of software installed on the Library computers is prohibited.

In order to comply with the Children's Internet Protection Act ("CIPA") and Michigan Public Act No. 212 of 2000 ("Act 212"), all Library computers with Internet access are filtered to protect against visual depictions that are obscene, child pornography, or harmful to minors. While the use of filters is generally effective, the filters do not guarantee that all offensive material will be blocked. Parents or legal guardians remain responsible for their children's use of the Internet.

A patron who is at least 17 years of age may request Library staff to disable the filter for bona fide research or other lawful purposes. Upon such request, Library staff will disable the filter promptly upon verification of the patron's age by proper identification. Library staff will not inquire into the reasons for the request to disable the filter. Upon completion of the patron's use of the unfiltered computer, the patron shall notify Library staff who shall re-enable the filter.

Wireless access provided for laptop computers and mobile devices is filtered and filtering cannot be disabled. Patrons using their own laptop computers and/or mobile devices for wireless access are subject to and must comply with all requirements of this Policy.

In addition to any other provisions of this Policy, patrons shall not access visual depictions that are obscene or child pornography as defined by Federal law and shall not access or view obscene matter as defined in Act 212. Minors (under 18 years of age) shall use only those Library computers designated and posted for use by minors. Patrons who are minors for purposes of Federal law (under 17 years of age) shall not access visual depictions that are harmful to minors as defined by Federal law and patrons who are minors under State law (under 18 years of age) shall not access or view sexually explicit matter that is harmful to minors as defined in Act 212. However, parents and legal guardians are responsible for their children's use of the Internet.

The Library will not disclose, use, or disseminate personal identification information regarding patrons as provided under the Michigan Library Privacy Act (MCL 397.601 et seq.), Federal law, or other applicable law.

In addition to any other provisions of this Policy, the Library's computers and Internet access shall not be used by any patron for any purpose that violates Federal or State laws (including, but not limited to, copyright and license laws and "hacking" or other unlawful access), the harassment of others, or for the sending, receiving, or displaying of any material that is fraudulent or defamatory. Any illegal acts involving the Library's Internet access will result in Local Law Enforcement being contacted and may be subject to prosecution by local, State, or Federal authorities.

The Library reserves the right to end an Internet session at any time. The Library reserves the right to suspend or restrict access to or use of the Internet or other Library privileges by patrons who violate this Policy. Patrons who commit succeeding violations may be subject to increased suspensions or restrictions on access to or use of the Internet or other Library privileges pursuant to the Library's procedures.

All Library patrons have the right to appeal an Internet violation decision to the Director within three (3) days after receiving notification of the violation. Appeals of Internet violations decisions must be presented in writing and must include the patron name, date and time of violation, the violation type and the patron's reason for challenge to the Internet violation decision.

The Director will review the appeal with the computer lab staff concerning the incidents preceding the violation decision. The Director will respond in writing within three (3) days to the patron regarding the appeal.

Computer Use Procedure

The library's computers are available to patrons with a valid Library card or a guest pass. To use one of these computers enter the number on your library (without spaces) card at the log-in screen. Check with staff if you are unsure about this information. **You must login with your own library card or a guest pass when using a library computer.**

The library's computer tracking program allows each cardholder/guest pass one (1) hour of computer use each day. Additional time may be granted provided there is no waiting list. The program keeps track of the minutes you use on any of the library's computers.

If you are observed using a computer that is not running the time-tracking software, you will be asked to properly log in using your library card or guest pass.

This policy replaces any previous policies related to Internet/Computer usage.

FIRST READING: MAY 20, 2015

ADOPTED: JUNE 17, 2015