

## **Northlake Public Library District**

### **Internet Access Policy**

#### **STATEMENT OF PURPOSE**

Northlake Public Library District offers access to the Internet to augment the Library's physical collections with a wide range of subscription and freely available electronic resources. Internet access supports the Library's mission of providing users with opportunities to explore, learn and grow in an online environment.

The Library has no control over content on the Internet and is not responsible for what users view on the Internet. Parents or legal guardians must accept full responsibility for teaching their child appropriate Internet behavior and for supervising the child's use of the Internet so that inappropriate matter is not accessed. Patrons should exercise caution in e-mail and other direct communications and avoid disclosing personal information. Patrons are advised to consider the following when evaluating information obtained on the Internet.

1. Information obtained online may or may not be reliable, authoritative, accurate, or current.
2. Links to information online may be invalid or unavailable without notice.
3. The Library cautions patrons about the potential damage of transmitting personal information, such as credit card or social security card numbers, online.
4. The library uses monitoring software to flag inappropriate content.

Use of the Library's computers must be for legal, acceptable uses. Unacceptable uses include but are not limited to:

- Harassment or defamation of others;
- Viewing pornography- Your session will be ended immediately for viewing offensive or inappropriate materials for a public setting. Police will be called for viewing child pornography;
- Unauthorized copying of copyright-protected material, e.g., music or video;
- Alteration, destruction or damage to equipment, software or data;
- Use of sound or visuals, which might be disruptive to others;
- Activities in violation of local, state or federal laws, ordinances or regulations;
- Use of electronic information networks in any way that violates licensing and payment agreements between the Northlake Public Library District and database providers.

Illegal acts involving library computer resources may subject the user to prosecution by local, state or federal authorities.

#### **Persons who violate this policy will receive the following:**

1. **First time, verbal warning.**
2. **Second time, may lose Internet privileges.**

#### **Persons who violate this policy by viewing inappropriate sites will receive the following:**

1. **First time, session ended immediately for remainder of the day**

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2. **Second time, session ended immediately and banned from computers for 30 days**
3. **Third time, session ended immediately and banned from computers for 1 year.**

### Sign-up Procedures

- Resident users must have a valid library card in good standing in order to use the computers.
- Non-residents may use their picture ID to obtain a guest pass.
- A user is guaranteed one hour of use, but may use the computer longer if no one is waiting
- There is a limit of two simultaneous registered users per Internet computer.
- Users age 14 or older will use the workstations in the Adult Services Department.
- Users under 14 years of age will use the workstations in the Youth Department.
- A fee may be charged for material printed from Northlake Public Library District computers
- Users will be automatically logged off 15 minutes prior to closing.

### Youth Access to Internet

Internet computers in the Youth Services Department are not filtered. Parents and guardians of minor children are responsible for their children's use of the Internet and are encouraged to participate with them in their Internet use. Children ages 8 and under are subject to the library's **Unsupervised Minor Policy** and are not permitted to use the Internet without their parent or legal guardian present during the entire computer session. Youth up to age 14 must either use the computers in the Youth Services Department or have a parent or legal guardian accompany them while they use the computers in Adult Services.

Parents or guardians, at least one of whom must be a Northlake Public Library District resident, may sign a form if they wish for any of their children under the age of 18 to be restricted from library Internet access.

The Library's Internet computers designated for children are available only to children under age 14.

Accompanying parents or legal guardians may use the Children's Internet stations provided no children are waiting to use the computers.

**Internet users must read and agree to abide by this Internet Access Policy of the Northlake Public Library District.**