Oscoda County District Library
Guidelines for Acceptable Internet Use
Reviewed 11/10/2010

DISCLAIMERS

The Mio and Fairview Branches of the Library does not guarantee the public access computers will meet any specific need of any individual user. Nor will it be Error-free or without interruption. The Library will not be held accountable for any direct/indirect/incidental/or consequential damages (including any lost data, profits, or personal information) sustained/incurred in connection with the use of/operation/or inability to use the public access computers.

The Library Staff can help patrons get started on using the internet (i.e. open web browser) however the Library cannot guarantee that the staff will be trained in all areas of the internet nor will it guarantee that they will always be able to assist the patron. Due to the staff's vast amount of responsibilities is not the responsibility of the staff to assist the patrons. The public access computers are there for INDEPENDENT patron usage; the staff may not be able to assist in detailed instruction or in extended internet searches.

CHILDREN

Computer users will be held responsible for any damage they cause to the computers. Parents are responsible for damage done by their children.

Be aware that as with other library materials, restriction of a child's access to the Internet is the responsibility of the parent/caregiver. Parents are urged to become familiar with the Internet in order to ensure their child's use of the Internet in a safe and appropriate manner. Library personal are NOT responsible for what internet information/websites are accessed by children. Library policy requires written policy signed by parent/legal guardian for anyone under the age of 18. Children 13 years of age and younger are *required* to have onsite supervision by parent/legal guardian.

SAVING DOCUMENTS AND DOWNLOADING

Patrons are advised that electronic security on the Internet cannot be guaranteed, so all files, transactions and information obtained on-line are vulnerable to unauthorized access and must be considered public. Because the Internet workstations are located in a public area which is shared by patrons of all ages and backgrounds, individuals are asked to consider this when accessing potentially controversial information and images. Electronic files should not be considered confidential in this public setting. Patrons are not allowed to download any material to the libraries computers or to install any of their own software to the libraries computers. Library personal strongly encourage the use of portable storage devices (such as USB drives or CD's) to save any personal information or documents. Transactions involving sensitive information are best done on non-public computers. Patrons should also never select "Remember Me" or any other username/password saving function on these public access computer work stations.

BASIC RULES

The Library asks its patrons that utilize the public access computers please follow a few basic rules:

- No more than two (2) people to any workstation at all times
- Please check the computer out using your library card before sitting down and using the computer
- If patrons have any overdue materials, they will be denied permission to use the computers until all fines are paid in full and overdue items are returned (this includes Melcat items)
- We ask patrons use headphones as required. The Library can offer headphones for its patrons as needed or patrons can use personal headphones. We ask patrons keep the volume low enough so as not to disturb others.

We ask patrons remember that we reserve the right to end a patron's sessions on the internet or public access computer at any time especially if there is a high demand on the public access computers or internet.

VIOLATIONS

Unauthorized/inappropriate use of the Library Internet System or the Library's computer network as defined in this policy is a violation of the Library's rules of conduct. Violations are:

- Altering the setup of software installed on library computers.
- Downloading to library computers or running programs from a website. This includes online banking statements or any form of personal information as well photos or games or viruses to our public access computers.

- Refrain from practices that interfere with fair and public use of the internet and its users. These practices include, but are not limited to, the following: unsolicited advertising (spamming), chain letters, hacking (breaking into or out of a system), spreading computer viruses.
- Do not send text or graphics that can be construed as obscene. Do not send, receive or display text or graphics that are defined by State and Federal laws as obscenity or child pornography. Federal Law prohibits those under the age of 18 from viewing pornography. Actions that violate local, state, or federal law will be prosecuted.
- **<u>Internet computers are available for information gathering and Email purposes only.</u>** Therefore, news groups, interactive chat sessions (including but not limited to **<u>Yahoo Messenger, AIM, gambling, games (web browser based or downloadable), social networking sites (i.e. Facebook, Instagram, Twitter), and streaming sites (i.e. YouTube, Netflix, Hulu)</u>** are not allowed.
- Business and/or commercial enterprises, such as the distribution of advertising on the Internet are also prohibited
- The copying of copyright information is prohibited due to copyright laws. This includes the downloading of music and movies and also the copying of music and movies onto a USB or CD or external hard drive device.
  Violations will result in a 5 step disciplinary action for each offense:
  Violation 1: Verbal warning from staff
  Violation 2: Removal from building for a period of 24 hours
  Violation 3: Patron will no longer be able to be given access the computers/internet for a period of 28 calendar days
  Violation 4: Patron will no longer be able to be given access the computers/internet for a period of 180 calendar days
  Violation 5: Patron will no longer able to access any Library assets (i.e. check out books or movies, access the internet or computer or pick up items from Melcat) for a period no longer then six (6) months.
  Violations after number five (5) will result in loss of all library privileges

<div align="center">OTHER INFORMATION</div>

Computers are turned off 15 minutes before the library closes. All Internet Users at the Library must sign an Internet User's Agreement prior to reserving or using a computer. Internet User's Agreements expire every 3 months. Patrons must present a current and unexpired library card that is in their name in order to access the Internet. Patrons attempting to access the internet with a card that does not belong to them will have their Library rights suspended.

Patrons may call and reserve time on Internet Access Public Workstations. There will be a time limit of thirty (30) minute sessions, and once per day on all Internet workstations. **<u>During the months of June through August the library director has the right to limit computer sessions to fifteen (15) minute session.</u>** When time limits are up, patrons will receive a reminder and shall be asked to leave the computer. If a patron refuses to leave, the computer shall be turned off and privileges suspended for a period to be determined by the library director.

The Library has Legal self-help computers available for use. **Any patron caught using these specified computers as public access computers will be asked to move to the public access computers, refusal will result in being asked to leave the building.**

Printing from the Internet is sent to a printer at the cost of $0.25 per page. The cost for color printing will be $1.00 per page. Printed pages will be picked up at the circulation desk. Pages not picked up will be held and the patron's library card will be charged accordingly.

_____   _____
Signature   Date

_____   _____
Signature of parent or guardian   Date