

Oscoda County District Library Internet Acceptable Use Policy

The mission of the Oscoda County District Library is to provide residents of Oscoda County with current, up-to-date and accurate information. The library provides residents with the highest quality library services, which meet the ever-changing needs for education, recreational, civic and cultural information, to promote opportunity and encouragement for people of all ages to educate themselves continuously.

Computers may not be checked out after 5:00 pm. Checked out computer must be returned to the circulation desk at 5:00p.m., regardless of how much time is left in the user's session. 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 six (6) 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.

There will be a time limit of one (1) two-hour session, and once per day on all Internet workstations. Renewals of one (1) two-hour session may be allowed, providing the patron confirms with Library staff the availability of the computer. Availability of the computer is at the sole discretion of Library staff. During the months of June through August the library director has the right to limit computer sessions to once a day (two hours).

Computer users will be held responsible for any damage they cause to the computers. Parents are responsible for damage done by their children. Patrons will be billed to the home address on their library account.

The Library has computers reserved for patrons needing Legal Self-Help (LSH), and that is the main use for these computers. LSH computers will be checked out like any other Library computer.

Printing from the Internet is sent to a printer at the cost of \$0.25 per page, for black and white printing. 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. Copies will be released once the fee is paid. The only exception being there is no cost for legal forms from LSH computers.

DISCLAIMERS

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. The public access computers are there for INDEPENDENT patron usage; the staff will not be able to assist in detailed instruction or in extended Internet searches.

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. The Library 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. Patrons must use a 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 patrons that utilize the public access computers follow a few basic rules:

- No more than two (2) people to any workstation at all times
- 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).
- Computers must be checked out using your library card before sitting down and using the computer.
- 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 as 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.
- **Internet computers are available for information gathering and Email purposes only.** Therefore, news groups, interactive chat sessions (including but not limited to **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)**) are not allowed. These do not follow the mission statement of the Oscoda County District Library.
- Business and/or commercial enterprises, such as the distribution of advertising on the Internet are also prohibited
- The copying of copyrighted 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.

Signature

Date

Signature of parent or guardian

Date

Revised 2/10/1999, reviewed and revised 5/10/2000, reviewed and revised 10/11/2000, revised 8/8/2001, reviewed 1/14/2001/
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