

Glen Lake Community Library

Computer & Internet Acceptable Use Policy

The Glen Lake Community Library provides public computer resources, including access to the Internet, to all library visitors, regardless of age or residency status. Due to the dynamic and global nature of the Internet, the library cannot be responsible for the accuracy, currency or appropriateness of these online resources. The principles of intellectual freedom, free speech, and the right to privacy, all of which govern library services, are applicable to our public computer resources as well.

However, in order to comply with state and federal laws, and to help create a safe environment for library patrons and staff, content filtering software to block obscene and illegal material will be used on all Internet workstations. Filtering may be disabled upon request by users 18 and older. Off-site computers, which are unsupervised by library staff, will be subject to content filtering at all times.

The library will monitor use of computers by minors (*those under 18 years of age*) but is not responsible for any content that may be found online. Parents are expected to establish usage guidelines for their children, as is the case with other library materials.

On all public access computers, time limits will be applied to help manage demand. Time limits may be extended if no others are waiting, or if special circumstances require (*tests, job searching, etc.*). Usage of library computers will be prioritized when demand warrants, with research and communication given preference over strictly recreational uses. Use of computers for business purposes is allowed, but may not interfere with others' access to library resources. Patrons are responsible for any applicable usage fees, such as printing costs.

Usage of computers that is considered disruptive will be prohibited. Library patrons with restricted accounts due to excessive fines or overdue materials may be prohibited from using computers. Users may not alter computer hardware or software settings. Misuse of computer resources may result in suspension of library privileges.

The library takes measures to block computer viruses and other malicious software, but is not responsible for any data loss or damage to patrons' computers or personal files. Similarly, the library cannot guarantee the security of personal data transmitted via the Internet.

All sections of this acceptable use policy apply to the library's public wireless network (WiFi). While access to WiFi is provided free of charge, users will need to log in via a secure password that is available at the front desk. This service is intended for use by library visitors. The library

cannot guarantee signal strength or provide technical assistance in configuring users' own laptops or other portable devices.

Approved by the Board of Trustees, May 2012