

Morrison-Talbott Library Public Computer Use Policy

The Morrison-Talbott Library, as part of its ongoing service to the community, provides a variety of computer equipment and Internet access for use by patrons and others.

Computer equipment has been made available through public funds. A Morrison-Talbott Library card is not required to use this equipment. There is no fee to use the library's Wi-Fi, Internet or Public Access Computers

Users must register to use computer equipment. All library users access the public computers at their own discretion. Parent or guardians are responsible for the computer use and internet browsing of their own children. The library does not monitor any person's use of a public computer, including that of children. The library is compliant with the Children's Information Protection Act (CIPA), and has installed content filtering software on all internet-connected devices and networks.

Patrons may sign up to use computer workstations for **1 hour**. Reservations are not accepted, and computer availability is first come, first served. Extensions of time may be allowed at the discretion of the library staff on duty. Time extension priority is given to those working on school assignments, resume' preparation or job searching. Two people are allowed at each station at one time unless this becomes disruptive to others.

Library staff will provide basic introductory guidance on internet access and use of Windows, Word or Excel. Staff does not tutor nor do they have expertise in all software programs. Users are expected to successfully execute the software and Internet use without library staff assistance. For the protection of patron privacy, library staff is not allowed to enter data on behalf of the patron. The library assumes no responsibility for the safety of equipment belonging to patrons including peripherals, notebooks, or other devices. Library staff cannot assist with device configurations, security, data files, etc.

Wi-Fi access is available 24 hours per day in the library building and in the east parking lot. A password is not required. A user agreement must be executed each time a patron accesses the Wi-Fi. Use of the library's Wi-Fi, Internet and Public Access Computers constitutes acceptance of this Computer Use Policy and the library's Internet Access Policy.

Internet access is available on all public computer workstations and via a Wi-Fi connection. To access the Internet at the library you must heed the following rules and/or be aware of the following:

Morrison-Talbott Library does not have control over or responsibility for information and resources on the Internet. Some Internet sites may convey inaccurate or outdated information. Some sites may even be of an offensive and objectionable nature. Parents are responsible for their own child's internet browsing.

All patron access to information on the internet at the Morrison-Talbott Library is governed under the ILCs 720 5/11, Criminal Offenses statutes, regarding lewd, obscene and/or pornographic materials.

- Viewing of pages that display graphic pornography is inappropriate for a public and open environment, and is prohibited.

- Viewing child pornography is illegal. Content filters will block any viewing of pornographic material.
- Internet and Wi-Fi users who release personal information do so at their own risk. Information accessed or entered on the library's computer workstations or via the Wi-Fi connection is not necessarily secure and may be accessible to others. The library assumes no responsibility for personal data or personally identifiable information disclosure on public library computers or via personal devices using the library's Wi-Fi.

Intellectual property and copyright laws should be respected and followed. Most information accessed on the internet has been created by someone else (writers, authors, artists, cartoonists, graphic designers, photographers, educators and so forth). Sources should be given proper credit. If help is needed seeking clip art, photos or other materials from the public domain, please see library staff for assistance.

Printed Material will be charged at .25 cents per page for black and white and .50 cents per page for color for letter and legal-sized paper. Larger paper, such as 11 x 17 paper, is charged at .50 per page for black and white, 1.00 per page for color. As an additional service, the first 20 copies of a resume are free.

To make computer workstations available for public use, it is imperative that all users heed the following rules:

- Do not save to the hard drive, but to your own storage device. Be aware that if you do save to the hard drive, your work will be lost as soon as the computer is rebooted.
- Respect the privacy of others; do not shoulder surf or intrude on another patron's space.
- Do not attempt to alter, remove, or damage configurations, software or hardware on library computers and equipment.
- Do not install any software on library computers. Library staff may be requested to download software appropriate to approved use of the computer such as educational materials in the library.
- After your use of the workstation is complete, please log out of all programs, close all programs and return the computer to the desktop screen.

VIOLATIONS--- Violations of this policy will result in suspension or loss of privileges to use computer resources and Wi-Fi at the library and may result in the user's removal from the library. Any illegal activity involving use of the library's computers or Wi-Fi access will be subject to prosecution by the appropriate authorities.

The library staff maintains the right to investigate all network and/or Wi-Fi traffic for suspected misuse, disruption, improper or illegal use of our resources.