

Parchment Community Library

Internet Policy

INTERNET ACCESS

1. The Parchment Community Library provides public access to computers and the Internet in support of its mission. This policy applies to both Library-owned computers and wireless access available at the Library.

COMPUTER USE PROCEDURE

1. **Time Limit.** Use is restricted to 60 minutes per user per day. Library staff may increase or decrease the amount of allotted computer time as needed.
2. **Log in with library card.** Patrons with a Parchment Community Library card in good standing may log into any available public Internet workstation using their library card number.
3. **Guest Pass.** Those without a Parchment Community Library card may obtain a guest pass at no charge after presenting a photo ID.
4. **No more than two (2) people may use a workstation.**
5. **No person may stand behind another person.**
6. **Log off.** Users should log off and close all applications at the end of their session.
7. **Shut down at closing.** Internet stations and printers will shut down 15 minutes before closing.
8. **Printing.** The User must pay for all pages printed. Ask library staff at any time for assistance with printing.
9. **Staff Assistance.** Library staff cannot provide in-depth training concerning computer, software, or Internet use.

GENERAL STATEMENTS

1. **Validity of information.** Not all sources on the Internet offer information that is accurate, complete, or legal. The User is advised to evaluate the validity of information obtained on the Internet.
2. **Use with Caution.** Users are cautioned that, because security in an electronic environment such as the Internet cannot be guaranteed, all transactions, files, and communications are vulnerable to unauthorized access and use.
3. **No Liability.** The Library assumes no responsibility for any damages, direct or indirect, arising from the use of its public use computers, its server, or its connections to other Internet services through our service provider. The Library is not responsible for

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equipment malfunction, loss of data, any loss or damages to the User's devices, or electronic transactions of any type.

4. **View Internet at Own Risk.** The Internet may contain information that is controversial, sexually explicit or offensive. Library patrons use the Internet at their own risk. Parents or guardians of minor children are responsible for their child's use of the Internet.

INTERNET FILTERING

1. **Filtering for Minors.** Users age 17 and younger must use a filtered computer. The library has installed a "weighted" filter that excludes sexually oriented materials in order to comply with CIPA (the Child Internet Protection Act) and Michigan law PA 212.
2. **Filtering for Adults.** Users age 18 and older may choose unfiltered access, but all users must read and adhere to the following rules for Acceptable Use. Materials brought up on any public access computer are considered on display for public viewing. Violators will be required to terminate their computer session and may lose their Internet privileges.

ACCEPTABLE USE

1. **Respect Others.** Be considerate of one another. Do not engage in lengthy or loud conversations with others in person or on a cell phone. Boisterous conduct or profane, obscene or injurious language, text or graphics will not be tolerated.
2. **Lawful Use.** The Library Internet connection and workstations shall be used in a lawful manner. The Library's Internet and workstations cannot be used for any fraudulent or unlawful purpose prohibited under any applicable federal state, or local law, including, but not limited to, accessing material that can be classified as obscene or child pornography.
3. **Intellectual Property.** Transmission of any material in violation of any US or state regulation is prohibited. This includes, but is not limited to, copyrighted material, threatening or obscene material, or material protected by trade secret.
4. **Unauthorized Access / Privacy.** A User must not impersonate another user, or attempt to modify or gain access to data or passwords belonging to others, or by hacking or seeking disallowed access to any computer system via the Internet.
5. **Use Must Not Be Harmful to Minors.** Michigan law prohibits users from allowing minors access to sexually explicit materials harmful to minors. Internet Users shall also not permit any minor to view sexually explicit material or any other material deemed harmful to minors.

Compliance with Patron Conduct Policy. All Internet Users must comply with the Library's Patron Code of Conduct Policy, which shall be posted in the Library. A violation of this policy also constitutes a violation of the Patron Code of Conduct and may result

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in enforcement action as provided in that Code as well.

6. **System modifications.** Users are not permitted to download personal software to Library computers. Users may not change the security settings, operating systems, network configuration or any other configuration of Library computers without authorization. Users may not damage or gain unauthorized access to the computer or network, or repeatedly or intentionally visit websites that introduce spyware, malware, virus or other damaging programs.
7. **Damage.** The User shall be responsible for repayment of any costs to the Library for damage to the computer terminals or system.
8. **Saving Files and Documents.** Users who wish to have a permanent record of their work must save their files on their own portable media. Library computers do not allow users to permanently save personal files on the hard drive.
9. **Purposes / Prohibited Uses.** The Library's Internet is intended for information gathering only. The Library's Internet resources should be used for educational, information, and recreational purposes. The Library's Internet access shall not be used for personal profit or commercial activities, including the sale of goods and services or fund raising.
10. **Unauthorized Release of Personal Information.** No user may engage in the unauthorized disclosure, use, and dissemination of personal information of any person.

VIOLATIONS OF INTERNET USE POLICY

1. **Response to violations.** Any person who violates this policy may be denied computer use privileges by the Director (or their designee) upon notice to the person. While the denial period is intended to be progressive (i.e. 1st violation – up to 30 days, 2nd violation – up to 60 days, 3rd violation – up to 90 days), the Director may deny computer use privileges for a period of up to 1 year for any violation.

Before denying computer use privileges to any person, the Director (or their designee) shall inform the person of the reason their computer privileges have been revoked and give that person a reasonable opportunity to state their response to the proposed denial.

If possible, the Director (or their designee) will send written notice of the revocation of privileges to the User.

2. **Incident Reports.** Library staff shall record in writing in the form of an Incident Report any violation of this policy that resulted in a verbal warning or a suspension of Library privileges. The Incident Report shall immediately be given to the Library Director for logging and review.

The report should include a physical description in addition to the name of the User. If applicable, a copy of the suspension of privileges letter should be attached.

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3. **Appeal.** A person denied access may appeal to the Director within five (5) days of the date of the revocation of privileges. Additionally, a person denied such access may appeal the denial in writing to the Library Board at 401 S Riverview Dr., Parchment MI 49004, within ten (10) days of the revocation of privileges. The appeal shall state the reason why access to the Library should not be denied. An appeal to the Library Board shall not stay the Director's (or their designee's) denial.

4. **Reinstatement.** The User shall meet with the Director (or the Director's designee) to review this policy and the Patron Code of Conduct before their privileges may be reinstated. The Director (or the Director's designee) may attach conditions to such reinstatement and shall provide written notification of those conditions and the duration of the conditions.

5. **Civil or criminal prosecution.** Illegal acts involving the Library's Internet access service may be subject to civil or criminal prosecution.

Approved and revised by the Library Board:

April 8, 1997 / February 10, 1998 / October 12, 1999 / June 12, 2001 / May 26, 2009 / August 25, 2015 / January 23, 2018 / January 26, 2021

Reviewed and approved by the Library Board:

May 22, 2012