

INTERNET POLICIES

In order for a customer to use the Riverdale Public Library's Internet Connection, s/he must read and agree to these guidelines.

NATURE OF THE INTERNET

- The Library has no control over the information accessed through the Internet. ***Internet sites in the Adult Computer Lab are filtered to block access to pornographic sites, proxies and hacking sites. Computers in the Youth Services department have additional filtering. The Library is not responsible for any failures of the filtering software.*** The Internet is a global entity with a highly diverse user population, and Library customers use it at their discretion.
- Certain information obtained via the Internet may be considered offensive, disturbing, controversial and/or illegal by some customers. Discretion and discrimination in the access and use of on-line materials is the responsibility of the customer. In the case of a customer who is also a minor, it is the responsibility of the parent/legal guardian to restrict access to these on-line materials. ***Parents are expected to monitor and supervise their child's use of the Internet.*** The Library Board of Trustees firmly believes that the benefits of the valuable information and interaction available on this world-wide network far outweigh the concerns that users may come across material that is inconsistent with the goals of the Library
- Information obtained via the Internet may not be reliable, accurate or current. Links to information on the Internet may not always be valid, and particular information sites on the Internet may sometimes be unavailable. The Riverdale Public Library will offer pointers to a wide range of useful and interesting sites through its home page, but all Internet sites are accessible.
- The Riverdale Public Library and its Staff are not responsible for damages, direct or indirect, arising from the Library customer's use of the Library's Internet Connection.

STAFF ASSISTANCE

Staff will not assist the user except in case of electrical malfunctions. *The Library does not offer any instruction on the use of the Internet.* The Reference Staff is available to help customers locate books, periodicals and DVD's about the Internet.

ELIGIBILITY FOR INTERNET PRIVILEGES IN THE ADULT COMPUTER LAB

- Any adult 18 years of age or over.
- Any customer 12 – 17 years of age whose parent/legal guardian has signed the Internet Authorization Form.
- Unauthorized youth ages 12-17 are prohibited from using the Adult Lab even if they are “assisting” an adult who is not their parent/legal guardian.

ELIGIBILITY FOR INTERNET PRIVILEGES IN THE YOUTH COMPUTER LAB

- Users 8 years of age or older may use the Youth Lab without a parent/legal guardian.
- Children under age 8 are limited to the Youth Lab. A parent/legal guardian must remain with the child at all times.

ACCEPTABLE USE

The electronic traffic originating from the Riverdale Public Library's Internet Connection shall be in accordance with policies as stated in this document. Failure to abide by these policies will result in the user's computer privileges being restricted. Use of the Library's Internet Connection shall be guided by respect for the privacy of others, attention to the legal protection provided by copyright and license to programs and data, and consideration for the security and functioning of the Library's computer networks and systems.

UNACCEPTABLE USE

Unacceptable Internet Connection usage includes, but is not limited to:

- Accessing or transmitting any material in violation of federal, state, or county regulations. This includes, but is not limited to, copyrighted materials, threatening or obscene materials (as established by ordinance such

as the Cook County Ordinance Prohibiting Child Pornography), or materials protected by trade secret

- Violating any computer system's integrity
- Tampering with the Library's computer hardware or software. Customer agrees to pay any costs associated with the repair or replacement of equipment or software damaged by self or by minors for whom user is responsible
- Storage of the data to anything other than a personal floppy diskette or flash drive. Any files stored on the hard drive will automatically be erased at the end of the business day
- Violating software license agreements and copyright laws
- Violating another user's privacy
- Behaving in a manner that is disruptive to other users
- Using personal software
- No audible sound from computers will be allowed. One warning will be given to users whose audio settings can be heard by other users or staff. If there is a complaint after the first warning, the user's computer session will be terminated immediately.

If Library Staff observe or become aware of any behavior judged to be in conflict with this policy, customers will be removed from the Computer Labs. Misuse or abuse of Library or Internet access will result in restriction of Internet privileges. Misuse of any Riverdale Library identification including, but not limited to the name, street address, e-mail address or telephone numbers will result in the suspension of computer privileges.

FEES

- All computer users must use their own library card in good standing (no fines or fees) in order to make a reservation. Anyone using their card to make a reservation for another user, or allowing someone else to use their time, will have their computer privileges restricted.

- **Riverdale Residents: There is no charge for Riverdale residents to use the computers. Users will be logged in for one-hour increments The computers will automatically log off 15 minutes before the close of business.** The computers are available on a first-come, first-served basis. Riverdale residents will use the scheduling manager located in the Adult Lab to sign up for a computer. If no one is waiting, residents will be prompted whether they would like an additional 60 minutes if no one is waiting. **Staff will assist residents using the scheduling manager. Residents who consistently require staff assistance will be warned and then charged \$1.00 per transaction.** There are no refunds except for electrical failure. **Unattended computers will be logged off.**
- **Non-residents will be charged \$1.00 to use the computers. The computers will automatically log off 15 minutes before the close of business.** The computers are available on a first-come, first-served basis. Non-residents must be assigned a computer from the Circulation Desk. If no one is waiting, non-residents must return to the Circulation Desk to pay to have additional time added. There are no refunds except for electrical failure. **Unattended computers will be logged off.**
- All computers are linked to the Library's print server. Users are asked to approve the printing and pay for printouts in advance. There are no refunds. Staff will assist the public using the print server. **Black and white printouts are billed at .15 cents per single-sided sheet. Color printouts are billed at .50 cents per single-sided sheet. LEGAL SIZE PAPER IS NOT AVAILABLE.**

DOWNLOADING

- The Library is not responsible for any loss or damage to personal disks or data as a result of downloading.
- Software downloaded from the Internet may contain viruses. The Library is not responsible for damage to a customer's computer equipment due to viruses.

PRIVACY LIMITATIONS

- Due to the proximity of other customers and the security limitations of electronic files, privacy is not guaranteed for any customer using the Internet. Computer users are under video surveillance as well as personal observation by Library Staff members.
- The USA Patriot Act provides opportunities for federal surveillance and allows for the request of Library records, including Internet use records.

REGULATIONS FOR USE OF THE INTERNET WORKSTATION

Customers must read and accept the Public Internet Policy and Agreement before accessing the Library's Internet Connection. Minor children using the Adult Computer Lab must have signed Internet Authorization Form from a parent/legal guardian. The signed document will be kept on file at the Library.

- Internet users may bring someone to assist them during their session. There are no additional chairs for assistants in the Youth Computer Lab.
- Unauthorized youth ages 12-17 are prohibited from using the Adult Lab even if they are "assisting" an adult who is not their parent/legal guardian.
- The computers are available on a first-come, first-served basis. If no one is waiting, an additional 60 minutes may be requested.
- The computers will automatically log off 15 minutes before close of business. **All computer users must vacate the Computer Lab at 15 minutes prior to closing.**
- Infractions of the Internet Policies will result in the following penalties: first offense will result in a 6-month suspension of Internet privileges and notification of a parent/guardian if appropriate; the second offense will result in a permanent loss of Internet privileges.
 - **first offense** will result in a warning and a notation on the library card
 - **second offense** will result in a warning and the user's library card will be set for staff assist
 - **third offense** will result in a 6-month suspension of Internet privileges and notification of a parent/legal guardian if appropriate
 - **Any violation after the third offense** will result in an additional 6-month suspension

- Anyone who has their computer privileges *suspended* has a right to a pre-depravation hearing with the Administrator or designated Staff and a right to a post-depravation hearing with the Library Board.
- In the case of pornography, the customer will be disconnected immediately and time forfeited when an infraction is discovered by staff.

For the parent/legal guardians of minor children, your signature on the Internet Authorization Form is legally binding and indicates that you have read the terms and conditions of this policy and understand their significance.

AGREEMENT

The user realizes that the use of the Internet is a privilege, not a right. The user accepts that inappropriate behavior will lead to penalties revoking computer use and/or legal action may be taken against them.

The user will not send, receive or display text or graphics that may be reasonably construed by Library Staff as offensive to the public or transfer inappropriate or illegal materials through the Riverdale Public Library's Internet connection. Materials representing treason or libel (as proven in court) or pornography (as established by ordinance such as the Cook County Ordinance Prohibiting Child Pornography) shall reasonably be consider offensive to the public.

The user understands that the Library Staff, while respecting the users' right to privacy, reserves the right to monitor use of the Internet workstation to insure compliance with this policy. In the case of minor children, the parent/legal guardian assumes all liability for the minor's access to inappropriate sites.

The user agrees to pay any cost associated with the repair or replacement of equipment or software damage or by a minor for whom they are responsible.

The user agrees and acknowledges that the Riverdale Public Library assumes no liability for any loss or damage to data. Files saved to the hard drive will automatically be erased at the end of the user's login.

The user agrees to read and abide by the Riverdale Public Library's Public Internet Policy and Agreement.