

Plymouth District Library Internet Computer Use Policy

1. The Plymouth District Library makes Internet access available to library users for information gathering purposes as part of its mission to help community residents meet their personal, educational and professional information needs.
2. Because of the constantly changing nature of the Internet, the Plymouth District Library has no control over the accuracy, currency or quality of the information found on Internet sites other than the Library's home page and assumes no responsibility for the content of these other sites.
3. It is the responsibility of parents or legal guardians to decide which library resources are appropriate for their child. The Plymouth District Library strongly urges parents to become involved in and supervise their children's Internet activities. The Library homepage, *plymouthlibrary.org* has links to Internet search tools and sites with age appropriate content, and Librarians will be pleased to suggest additional sites or assist with search strategies.
4. The Library assumes no responsibility for any loss or damage done to personal data or equipment arising from use of its Internet connections, hardware, library software or library time management system.
5. Users may not install or run software, modify, remove, bypass security setup software, operating systems, network configuration, network systems, on or from any Library computers.
6. The Library reserves the right to limit the number of patrons using one Library computer.
7. The Library seeks to protect the individual's right to privacy. However, because Internet access is available in all public areas that are shared by patrons of all ages and backgrounds, users are asked to be sensitive to this when accessing potentially controversial information and images.
8. Users are advised that electronic security on the Internet cannot be guaranteed, so all files, transactions and information obtained online are vulnerable to unauthorized access and must be considered public.
9. The Library purposefully avoids collecting or maintaining records that might compromise the privacy of users. In keeping with this practice, patrons must take care not to disclose, use, or disseminate personal identification information on the Internet. Parents should caution their children not to share their personal information over the Internet.
10. The Library's public computers and networks may not be used for any unlawful or improper activities prohibited under local, state or federal laws. These activities include, but are not limited to:

“Displaying, transmitting or exhibiting to minors sexually explicit material harmful to minors” as defined by Michigan Public Act 33 of 1978 or obscene material as defined by Michigan Public Act 343 of 1984 ; hacking or spamming; infringement of copyright law; fraud; libeling, harassing, bullying or slandering other users.

11. Users under eight years of age must be supervised at Library workstations by a parent or guardian. Parents/guardians must remain with the child while he/she is using the computer.

12. Patrons under age 17 cannot use an adult’s library ID on public Internets unless supervised by a parent or guardian. Parents/guardians must remain with the user while he/she is using the computer.

13. The Library uses a commercial product to filter all Library computers used by individuals seventeen years of age and under. Patrons using guest passes are given filtered access.

14. The wireless network available to members of the public using their own equipment is **unsecured, unencrypted and unfiltered**. Users of the Library’s wireless network are required to abide by the Library’s Computer Use Policy.

15. The Library reserves the right to monitor computer usage in order to prevent network disruption, damage to hardware, library software, time management system, security setup, operating systems, network configuration or servers. Wireless usage may be monitored to prevent network disruption including damage to other patrons.

16. Staff Assistance - Library staff may assist users in getting started with Library computing resources. However, the Library cannot guarantee that staff fully trained in all aspects of software, Internet resources, or other technology will be available to assist users at all times the Library is open. Because of the many different applications and resources available, particularly on the Internet, staff may not be able to provide specialized or technical knowledge about a particular application. The Library’s collections contain materials that are available to computer users regarding assistance and guidance in use of software and other applications.

17. The Plymouth District Library considers use of Library network resources in its facilities to constitute an acceptance of its Computer Use Policy. Patrons will affirm the agreement when they access Library networks. Failure to abide by the provisions of this policy will result in the loss of Internet privileges.

Approved by the PDL Board of Trustees, 14 December 2010

Violations of the Computer Use Policy

The Library Director, or the Director's authorized designee may terminate any user's access for failure to comply with the Library's Computer Use Policy and/or related rules.

Initial Violation: users observed violating this Computer Use Policy will be asked to cease the violation. If the user does not comply with the request, his/her access to the Library's computing resources shall be terminated for the day. If he/she refuses, the police may be called.

Subsequent Violations: The Director or Director's authorized designee may further limit or revoke the patron's Library privileges if infractions continue. Subsequent violations of the same rule shall result in additional suspensions of increasing length.

Violations Affecting Safety and Security: If the violation of the Library's Computer Use Policy affects safety or security, or is a violation of law, police will be called immediately and the user's Library computing resources or other Library privileges will be terminated without complying with the procedures outlined above. Illegal acts involving the Library's computing resources may be subject to prosecution and/or result in suspension of library privileges, and will be documented in writing.

Right of Appeal: Any user who is denied access to the Library's computing resources may send a written appeal to the President of the Library Board within 10 working days of the date privileges were revoked or limited. The Library Board will render their decision within 60 days of receipt of the appeal. The decision of the Library Board is final.