

## Mount Clemens Public Library

### Public Internet Use Policy

#### General Statement

The Mount Clemens Public Library has dedicated itself to providing services that meet the needs of our patrons in all aspects of information delivery. With this said, the Library provides access to computers and internet services to allow for our patrons to access electronic materials that can be personally, professionally, and culturally enriching. However, information that is found on the internet can be dated, inaccurate, or intentionally false. The Library assumes responsibility for the accuracy and content provided by its own authorship on the library website. All computer users assume responsibility for their own use of the internet and access of the content therein.

- 1) Public Computers are available for Mount Clemens Public Library patrons and patrons of other Suburban Library Cooperative Co-operative libraries in good standing (not barred or blocked).
- 2) Guest passes are available to residents outside of our area who are here on a temporary basis.
- 3) Sessions on the computer are allocated in 1 hour blocks, with 4 hours per patron available each day.
- 4) If there is no other patron waiting for a computer in the hold system, the computer will prompt you to extend your session up to the maximum allowable time.
- 5) Patrons may access the library's public computers by logging in using their valid library card number and PIN. If you are unsure of your PIN, present your valid card along with ID to any staff located at the circulation desk.
- 6) Public Computers will shut down 15 minutes prior to the library closing.
- 7) The library does provide wireless capability for library patrons. Users of the library's wireless network are required to abide by all provisions of this policy.
- 8) The library provides access to two computers for patrons to use the library catalog exclusively. There is no use of public internet on these machines.
- 9) No Eating or Drinking is allowed at the computer terminals.

- 10) Cell phone conversations may take place at the terminals but only if directly related to the patrons use of the Library terminal.
- 11) No more than one person per computer terminal.
- 12) Headphones must be used when listening to audio content. Volume must be kept at a level which does not disturb patrons near the computer in use.
- 13) Printing is available both from our terminals and via a remote service. Charges per page may vary and can be viewed before prints are released. If staff is asked to release patron print jobs, they will provide information regarding total cost.
- 14) Previewing of jobs before releasing is recommended. The library does not refund for misprints or extra pages.
- 15) Children's computers are reserved for those under the age of 18 and their accompanying caregivers, regardless of if they are in use.

#### Acceptable Use

- 1) Library computers and use of the library's wireless service is intended for informational, educational, and entertainment use. Users may not use library computers or the library's wireless service to access unethical or illegal internet sites, visual depictions that are obscene, child pornography, internet sites that are harmful to minors or use the internet for any purpose which violates federal, state of Michigan, or local laws.
- 2) Internet users must comply with U.S. Copyright when accessing or using information, visual, audio, or video content from library computers or wireless services.
- 3) Users may not make unauthorized changes to the setup, operating systems or network configuration or install software on library computers.
- 4) Use of peer-to-peer networks or downloading of large media files is prohibited. Downloading of any files must be done on supported media (e.g. thumb drives, etc.).
- 5) The library is not responsible for damage to your media or for corruption of your data.
- 6) Violators of this policy will be given a verbal warning. Further violation of this policy will result in the loss of library computer privileges for the remainder of the day or for a longer period if time as determined by the Library Director or other authorized staff as designated by the Library Director.

## Violations of the Internet and Computer Use Policy

Users of the library's computer resources must follow the Internet and Computer Use Policy. Failure to follow this policy will result in the loss of the ability to use the library's computer resources.

The Library Director, or his or her authorized designee, is authorized to terminate any user's access if the user has failed to comply with the library's Internet and Computer Use Policy and/or related rules.

## Children and the Internet

- 1) It is the responsibility of parents and/or legal guardians to supervise minor children when using electronic equipment. Parents and legal guardians assume responsibility for deciding which library resources are appropriate for their minor children, and should discuss the responsibilities with their children.
- 2) The Michigan Legislature mandates that the library restrict Internet access to minors with regard to obscene and sexually explicit materials deemed harmful to minors. Therefore, in accordance with Section 6 of the Michigan Library Privacy Act (PA 212 of the Public Acts of 2000), access to minors (those under the age of 18) is filtered to block sites that are obscene or contain sexually explicit material that is harmful to minors. These technology protection measures are in place on all library computers and used for all internet access. However, this software cannot block chat, blog or email content.
- 3) To prevent minors or others from viewing obscene or sexually explicit material that is harmful to minors, public internet computers are placed in high-traffic, visible areas of the library.
- 4) Library staff does not directly or remotely monitor anyone's use of the computers, including minors. However, library staff will respond to reports of patrons viewing, printing and/or downloading matter that is considered harmful to minors by:
  - a. Advising the patron that a report or complaint has been received.
  - b. Verifying age of the patron.
  - c. Informing the patron that this material may not be accessed at the library.
  - d. Informing the patron that failure to comply with this policy will result in a loss of library privileges.

## Staff Assistance

- 1) Staff may assist patrons in getting started on the internet or using the library's computers. However, the library cannot guarantee that internet-trained staff will be available to assist patrons at all time that the library is open. Because of the many different applications available on the internet, staff may not be able to provide specialized or technical knowledge about a particular application.

- 2) Staff may also assist patrons with other computer applications to the extent that time and their individual computer knowledge allow.