

Computer and Internet Access and Use Policy

Policy Statement

Internet access and the provision for public computing at the Peter White Public Library (PWPL) are an extension of the library's commitment to meeting the community's information needs. The PWPL also offers this service to guests from outside the library's service area at no cost to those patrons.

Regulations

1. Internet access, computing resources, and other online resources that are accessible through the library are provided to all library patrons. This includes:
 - a. Registered library patrons with a valid PWPL library card in good standing. PWPL library cards that are blocked for fines are denied by the system from being used to log in.
 - b. All other library patrons, regardless of residency in the library service area, also have access to these computer resources at the library through the use of guest passes. Computer guest passes carry the same level of service as library cards. Guest passes may not be used by registered library patrons who have their accounts blocked for excessive fines.
2. The library provides a few workstations that operate as "Express Internet" stations. These are stand-up internet workstations with a 15-minute time limit to quickly accomplish a task. These stations do not require a library card or guest pass to log in, and may be used by any patron regardless of residency or if their library account is blocked.
3. There may be workstations at the library that require the patron check in at the nearest service desk to use them. These stations will be clearly marked.
4. Most internet workstations at the library have a login system that requires specific credentials to sign in. Patrons need to use their library card number and PIN, or a guest pass, in order to access these workstations. Staff will help patrons recover their PIN should it be forgotten. Efforts to defeat or bypass the login system may result in loss of computer privileges.
5. Workstations are available on a first come, first served basis. Time limits are used on public workstations to maximize their availability, with the default time limit being three hours per day per patron. Varying time limits may be used in different parts of PWPL, and may be adjusted due to increased demand or limited availability of public access computers. Extra time may be granted as availability of workstations allow.
6. An individual patron may not use multiple library cards during a day for internet access.
7. When a library card is used to log into a workstation, it is required that the owner of the card be present at time of log in.
8. Certain workstations in the library may be designated for use by specific age groups. These workstations will be clearly marked.
9. The library offers the capability to print for a fee, which is currently set at \$0.15 per page for black and white, and \$0.75 per page for color. At the discretion of the Library

Director, the library may suspend charging for printouts for all patrons when it is deemed prudent to do so.

10. Staff will provide technological assistance to patrons using library workstations, but only to the extent that time, patron demand, and the knowledge of the staff allows.
11. Workstations must be used in a responsible manner, respecting the rights of others and taking care with use of the equipment. Changing workstation and/or internet settings is prohibited.
12. Unauthorized use of others' passwords or identity is prohibited.
13. The library neither monitors nor controls internet information and cannot be held responsible for its content, quality, accuracy, or currency. The internet is a worldwide community with a highly diverse user population, and its use is at the patron's discretion.
14. Workstations cannot be used for any fraudulent or unlawful purpose, including activities prohibited under any applicable federal, state, or local laws.
15. Patrons should be aware that much of the material on the internet is copyrighted. It is the patron's responsibility to be aware of the display of any notices concerning the copyright of information on the internet, and to respect federal copyright laws.
16. While respecting intellectual freedom and patrons' First Amendment rights, the library is committed to providing an environment free from sexual and other forms of harassment and hate. As defined by federal and state law, users shall not access, send, receive or print materials that can be classified as child pornography. Minors may not access, send, receive, print, or be exposed to materials that can be classified as obscene or harmful to minors. Since staff cannot consistently and effectively monitor the public's use of the internet, patrons are asked to be sensitive to others' values and beliefs. Patrons have a right to privacy without the close scrutiny of library staff or other patrons.
17. Recognizing that graphic images on computer screens may be seen easily by passersby of all ages, and to comply with federal law to secure full eRate funding, which serves to offset the cost of the library's internet connection, the library has designated that all computers shall be moderately filtered to block access to visual depictions deemed obscene, child pornography, or harmful to minors. The library cannot guarantee that all such content will be blocked due to limitations of filtering software. If a patron believes a site has been inadvertently blocked that should be available from the library's computers, the patron should make PWPL staff aware of the site that was blocked. Also, if a patron believes that a certain site allowed by the library's filters should be blocked, they should also make PWPL staff aware of the site. All such requests will be reviewed by the PWPL IT Director.
18. The internet, even on the library's filtered workstations, may contain information that is controversial, sexually explicit or offensive to some users. Parents or guardians, not the library or its staff, are ultimately responsible for monitoring their children's access to internet information.
19. Staff is authorized to terminate any patron's session if the patron has failed to comply with the library's Computer and Internet Access and Use Policy. The library may impose longer or permanent restrictions for violations of the library's policies. Patrons whose

internet session has been terminated, or whose access to the library has been prohibited, may request the decision be reviewed. See Code of Conduct Policy.

20. Patrons are solely responsible for the security and retention of personal data accessed or created while using the library's workstations. Since all such data is automatically and irretrievably deleted upon system restarts, patrons are encouraged to save data frequently on flash/USB drives, as email attachments, or through cloud storage providers. The use of writable CDs and DVDs is permitted but not recommended. All media will be scanned by anti-virus software for the sole purpose of protecting the library's systems.
21. Since security in an electronic environment cannot be guaranteed, all transactions, files and communications are vulnerable to unauthorized access and use.
22. The library reserves the right to remotely monitor and access all public access computers for support, maintenance, and security purposes. Otherwise, the library does not actively monitor patron sessions, unless there is a concern that a computer is being used for illegal purposes.
23. Internet access and printers may be unavailable at times due to technical difficulties.

The following state and federal laws are applicable to the Computer and Internet Access and Use Policy

1. U.S. Code, Title 18, §§ 2256 (1) and (8)
2. Michigan Obscene Material Act, P.A. 343 of 1984
3. Michigan Harmful to Minors Act, P.A. 33 of 1978
4. U.S. Code, 47, § 254, Children's Internet Protection Act
5. MCL 397.606 et seq. Library Privacy Act

Peter White Public Library Board of Trustees

Approved: April 20, 2021

Updated: