

Computer Use Policy

The Nappanee Public Library serves our community as an information agency and independent learning center. It is within this context that we offer access to computers and the Internet.

Computer Use is available to the following

- **Adult Cardholders** (ages 18 and older) who have read and acknowledged this Internet policy at the time of log-in.
- **Teen Cardholders** (ages 11-17) who have a signed parental permission (witnessed by a staff member). Parent must have a valid Library or Internet Only Card.
- **Visitors** who have identification proving they are age 18 or over. Out-of service area teens ages 11-17 must have signed parent permission (witnessed by a staff member). A visitor pass and PIN will be issued for that session.

RULES FOR COMPUTER USE

All users must have their Library card. In order to insure computer user privacy, it is the responsibility of the cardholder to have their card and PIN in order to log on to the Internet computers.

Use is on a first come, first serve basis. Computer users are usually limited to one hour unless no one else is waiting. There is to be only one person per computer. Exceptions must be approved by staff.

The Library's Internet connection is filtered to screen or block particular sites generally considered inappropriate in a family friendly setting. Since filter software is not infallible and may not be capable of blocking everything that is inappropriate for public view, it is still the computer user's responsibility to make appropriate choices when accessing sites. As with other Library materials, it is up to the parents, not the Library, to provide guidance and supervision when it comes to their children's use of the Internet.

Computer users needing access to sites that are blocked by library filtering software can request a review of the sites. Library management will review such requests on a case-by-case basis, and decide if an authorized filter override is acceptable.

Computers will be used for educational, informational, commercial and recreational purposes only

, not for unauthorized, illegal, or unethical purposes. Computer users may not send, receive or display text or graphics that may reasonably be construed as obscene, explicit, excessively violent, pornographic or inappropriate for family viewing.

Effort is made to keep the Internet computers updated and current.

However, the Library cannot guarantee immediate compatibility with all functionality on every website. The Library cannot be responsible for other website failures and not everything posted on the web can be copied and printed.

Misuse of the Library computer or Internet access will be determined by the Library staff and will result in loss of computer and/or Internet privileges.

Computer users' use of the public computer stations should not be considered private. The computers are in public view, and search history may be available to subsequent users and staff. Sites accessed during an authorized override of the filter are reported to the Library.

The Library itself does not provide electronic mail (e-mail) service.

Computer users may access e-mail through e-mail providers such as Yahoo, Hotmail, Gmail, and other similar services.

Uploading and downloading of files

Computer users may upload and download files to/from flash drives to the extent that the computer user's ability and our secure system will allow. The Library is not responsible for information lost in this process.

Copyright Law

Users must respect all copyright laws and licensing agreements pertaining to software, files or other resources obtained via the Internet and other computer resources.

Viruses

The computer user should be aware of computer viruses and other destructive computer programs and take steps to avoid being a victim or unwitting distributor of these processes.

The computer user is responsible for all pages printed.

Printing Internet pages is unreliable and unpredictable. The result may not be as the user expects. The Library is not responsible for user mistakes.

To minimize costs for the user and the Library, users are encouraged to cut and paste Internet information into a word document for organizing before printing.

Prints are 10¢ each (b/w) and 35¢ each (color).

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Wireless Access

The Nappanee Public Library also provides wireless access to the Internet.

- Computer users must provide their own portable wireless device.
- Computer users of the wireless access are subject to the terms of this policy.
- The Library is not responsible for any information that is compromised, or for any damages caused to your hardware or software due to electrical surges, security issues, or consequences caused by viruses or hacking.
- If providing your own device an email address is needed to use the wireless network.

Hotspots

Hotspots are available to Nappanee resident library cardholders 18 years old and older and Fee cardholder in good standing. Customers must present their card upon checkout. Customers should have a basic working knowledge of the device on checkout. If any technical problems are encountered, customers should return the device immediately to the NPL Public Service Desk.

Once a device is checked out to a customer, it becomes the responsibility of that customer.

Any changes in condition while in the customer's care will be the customer's responsibility.

Customers are responsible for costs associated with damage, loss, or theft of the device and its accessories.

Sanctions

A user, whose conduct with a computer resource or the Internet violates federal, state or local laws, will be prosecuted to the full extent of the law. Evidence of illegal activity will be reported to the proper legal authorities. Nappanee Public Library will cooperate with the proper authorities in the investigation of illegal activities.

When necessary, such communication may be used as evidence in criminal investigations and/or prosecutions. Nappanee Public Library will disclose all messages on computer resources including the Internet system to the extent required by law.

The Nappanee Public Library makes no warranties of any kind, neither expressed nor implied, for the computer resource and Internet access it is providing, that the functions or content of the system will meet any user's specific requirements, or that it will be error-free or trouble-free, current or uninterrupted.

Disclaimer

The Internet is an electronic highway connecting thousands of computers all over the world and millions of individual subscribers. With international access comes the availability of materials that would not generally be acceptable in a public Library. It is technically

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impossible to prevent access to all resources that might be objectionable to some people. Information available through the Internet is not warranted by the Nappanee Public Library to be accurate, authoritative, factual, or complete.

The Nappanee Public Library will not be responsible for any damages whatsoever, including but not limited to incidental or consequential damages, losses, claims, obligations, or liabilities directly or indirectly relating to the use of the Internet. This includes loss of data, non-deliveries, misdeliveries, or service interruptions caused by negligence, error, or omission. Use of any information obtained via the Internet is at the user's own risk.

Library Staff Assistance

The staff cannot provide in-depth training, but may be able to offer searching suggestions and answer questions when time allows.

INTERNET USE AGREEMENT

Computer user's acceptance of Internet Use Policy at login signifies that the computer user understands and will abide by the above Internet Use Policy and any future changes that may be made to this policy.

Acceptance of policy indicates compliance with the above policy, whether or not the computer user has read the policy.

Should any violation be committed, access privileges may be revoked, and/or appropriate legal action may be taken.