

## **COMPUTER AND ELECTRONIC INFORMATION ACCESS POLICY**

Computer and electronic information access is available at Superior District libraries to provide access to educational and informational resources in digital format, to promote computer literacy, and to provide access to library-owned software to the general public.

Computer users must have a valid library card or guest pass when they sign up to use the computers. Individuals with \$5.00 or more in fines or with overdue materials will be denied access until their obligations have been met. Inquire at the main desk to receive a guest pass.

Since all computers and their software remain the property of Superior District Library, users are expected to use computer resources in a responsible, ethical, and lawful manner. Users should keep in mind that they are working in a public environment on public machines and have no expectation of privacy. The following uses of Superior District libraries' computers are prohibited:

- altering software or operating system configurations,
- installing or running personal software on library machines,
- engaging in commercial activity,
- making or attempting to make unauthorized changes to library computers or the network,
- illegal copying of programs.

Violators will lose computer privileges and may be reported to the appropriate authorities.

**Due to the nature of electronic networks, Superior District libraries cannot guarantee the security or confidentiality of any information users may transmit across the Internet or enter into library computers. Superior District Libraries are not liable for any direct, indirect, or consequential damages which may arise through the use of library machines.**

### **General Rules**

Use of the computers is provided on a first come-first serve basis.

Users are responsible for knowing how to use the computer. Library staff may provide limited assistance, as time permits. However, library staff are not computer experts and may not be able to assist in every situation. Any problems with the computers should be reported to a staff member. Under no circumstances should users attempt to fix problems.

Total computer time per user (not per card number) may be limited by the local affiliate each day. Due to space constraints, computers may be used by a maximum of two people at a time. In cases of two people sharing a machine, both users are still limited by time

restrictions for a single user. Machines left unattended for more than five minutes may be assigned to a waiting user.

Disruptive users will receive one warning. If the disruption continues, they will be logged off the machine and may be removed from the premises.

Users should save their work to disk or jump drives.

In Superior District libraries associated with schools, school district policies regarding computer usage will prevail.

## **Internet**

The Internet is a world-wide collection of computer networks which facilitates access to a wide range of information resources. The Internet is not regulated by any controlling entity. Superior District libraries cannot guarantee and are not responsible for the accuracy, truthfulness, or content of any web site accessed using library machines.

Internet access at Superior District libraries is provided as a supplement to the physical collection owned by the library. The following uses are among those forbidden:

- accessing obscene or pornographic web sites;
- displaying information or images harmful to minors;
- accessing web sites promoting illegal activities;
- viewing, distributing, transmitting, or promoting hate-related speech, crimes, or subversive activities.

Evidence of such activities may be reported to the appropriate authorities. Library staff will decide whether a site or document is inappropriate. Users are responsible for the sites they reach during their use of the library's Internet connection.

The library's Internet accessible computers are filtered under state and federal law. Users aged 18 and over may request unfiltered access.

Children 10 years old and under must have a parent or guardian with them at all times while they are on the Internet. Children 11-14 must have a signed permission slip from parent/guardian to use computers without adult supervision. Parents who sign permission slips for their children assume responsibility for their children's use of the Internet. Parents may restrict their children from access to Internet resources in the library by not signing a permission slip.

Due to the risk of computer viruses, users are not allowed to download programs from the Internet, even if they will be saved to disk. Text and images may be downloaded freely as long as such use does not violate copyright laws. Users must save files to their own media.

## **Printing**

Printing is available for a nominal charge.

## **Copyright**

Superior District libraries provide access to a number of software packages, including word processing; photo programs; and other legal, business, and educational resources. In using these products, the user agrees to abide by federal and state copyright laws.

## **Wireless Access**

The Superior District libraries provide a free wireless Internet access point or "hot spot" for users with portable computers or devices capable of receiving wireless signals. This access point allows users to access the Internet from their laptop computers or other wireless devices when they are within its range.

Library staff is not responsible for any changes users make to their computer settings and cannot guarantee that a user's hardware will work with the libraries' wireless connections. If a user has problems accessing the Internet over these connections, staff cannot assist in making changes to the user's network settings or perform any troubleshooting on the user's own computer. Users should refer to their owners' manuals or other support services offered by their device manufacturer.

As with most public wireless "hot spots," the libraries' wireless connections are not secure. There can be non-trustworthy third parties between the user and anybody with whom the user communicates. Any information being sent or received could potentially be intercepted by another wireless user. Cautious and informed wireless users should not transmit their credit card information, passwords, or any other sensitive personal information while using any wireless "hot spot."

All users, wireless or wired, shall not violate federal, state, or local laws, including the transmission or receiving of child pornography, display of material harmful to minors, fraud, or downloading of copyrighted material.

Any restriction or monitoring of a minor's access to the libraries' wireless network is the sole responsibility of the parent or guardian.

Superior District libraries are not responsible or liable for any direct, indirect, or consequential damages which may arise through the use of library computer service, wired or wireless. The Computer and Electronic Information Access Policy, in its entirety, applies to wireless users. Computer use privileges will be withdrawn if a user habitually violates this policy.

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