

GDL Policy 3.4

Computer Use

This Computer Use Policy is designed to provide all members of the public with fair, equitable access to computer services at all locations.

1. Library Cards
 - a. Genesee District Library patrons must use their own library card. Only current (unexpired) library cards in good standing (outstanding fees under \$4.00) may be used. Library cards are used to track an individual's daily computer time.
 - b. Patrons using another person's library card (with or without permission) will be suspended. In order to protect the owner's rights, cards that are used by persons other than the owner will be invalidated until the owner is able to show identification.
 - c. Guest cards are provided only to people who are not residents of the Genesee District Library service area who want Internet access in the library. A guest card is not to be used as a substitution for a lost or forgotten card or by a patron who is not in good standing.
2. Time Limits

Initial time limits will be determined by GDL Administrative staff. If no one is waiting, computer time may be extended. The Genesee District Library does not guarantee a specific amount of time for computer use.
3. Specific Use Computers

Some Genesee District Library branches have computers that are designated as children's Early Literacy Stations and Online Public Access Catalogs. Use of these computers for any other function is prohibited.
4. Filtering

The Genesee District Library network is filtered as described in the Internet Access Policy. Parents or legal guardians need to be actively interested in and are responsible for supervision of their children's online use of the Internet and other electronic sources. Parents or legal guardians are encouraged to discuss the use of the Internet in relation to family values and boundaries with their children and to monitor their children's use of the Internet.
5. Library Use

Genesee District Library staff may reserve computers for classes.
6. Closing

Computers and printers are unavailable 15 minutes before the library closes.

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7. Audio

Library computers do not have speakers. Audio content can be accessed by connecting headphones to the audio jacks located on the library computers.

8. Printing

The library provides up to 5 free prints per day. Patrons may not use their own paper in library printers.

9. Saving Files and Documents

Patrons who wish a permanent record of their work need to save files and documents on their own USB drive or cloud storage. Genesee District Library computers do not allow users to save documents or personal files to the hard drive.

10. Disclaimer

Patrons use library computer hardware and software at their own risk.

- a. The Genesee District Library is not responsible for equipment malfunction, loss of data, any damages to the user's disks, data, or electronic transactions of any type.
- b. The Genesee District Library is not responsible for the loss of any floppy disk, cd, or USB drive.
- c. The Genesee District Library computers are filtered using the best available technology. However, users are cautioned that ideas, points of view, and images can be found on the Internet that are controversial, divergent, and/or inflammatory.
- d. The provision of access does not mean or imply that the Genesee District Library endorses or sanctions the content or point of view of any of the information or commentary which may be found on the Internet.

11. Staff Assistance

Computing resources are self-serve. While staff members are available to assist users with the equipment, staff members do not provide training in the use of software. Users who need training should attend the Genesee District Library's free computer classes.

12. Illegal and Unacceptable Uses

Patrons may use library computers or the wireless access only for legal uses. Examples of unacceptable uses include but are not limited to the following:

- a. Attempting to crash, degrade performance, or gain unauthorized access to computer systems and networks
- b. Damaging equipment, software, or data belonging to the Genesee District Library or other users
- c. Using the Internet for malicious purposes such as intentionally propagating a virus

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- d. Sending unsolicited advertising
 - e. Attempting to gain or gaining access to another person's files or authorization codes
 - f. Using another person's identification, bar code or pin number, with or without permission
 - g. Using, disclosing, or disseminating personal identification information regarding minors without parental permission
 - h. Displaying obscene material, child pornography, or sexual content that might be harmful to minors
 - i. Harassing other users with messages, prints, or images
 - j. Libeling, slandering, or maliciously offending other users
 - k. Violating copyright laws or software licensing agreements
 - l. Violating federal, state, or local laws, regulations, or ordinances
13. Compliance

Failure to comply with this policy or with library staff directions may result in restriction or termination of the user's library privileges and may result in prosecution under local, state, or federal laws. Any person denied access to the Library or its services may appeal the denial to the Director. If the appeal is not resolved by the Director, it may be submitted in writing to the Library Board of Trustees. The Library Board of Trustees will provide the person with an opportunity to be heard before deciding the appeal.

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Internet Access

The Library's Internet Access Policy is in compliance with federal and state laws.

1. Philosophy

The Genesee District Library ("GDL") provides the Internet to the public as an informational, educational, and recreational resource.

2. Internet Content

The Internet, as an information resource, enables libraries to provide information beyond the confines of their own collections. It allows access to ideas, information, and commentary.

- a. The Internet is an unregulated medium. As such, while it offers access to a wealth of material that is personally, professionally and culturally enriching to individuals of all ages, it also enables access to some material that may be out of date, inaccurate and offensive.
- b. GDL is not responsible for the content of information accessed or selected.
- c. GDL strives to maintain a computing environment that promotes access to a wide variety of electronic information in an array of formats; however, GDL makes no guarantee that all Internet content and services will function on its equipment.

3. Relevant Statutes

The following state and federal statutes are relevant to the obligations of GDL in providing Internet access to its patrons:

- a. Michigan Library Privacy Act, MCL 397.601 et seq (the "MLPA").
- b. Children's Internet Protection Act, 47 USC § 254 and 20 USC § 9134 (the ("CIPA").
- c. USA Patriot Act, as reauthorized in part in June of 2015.

4. Privacy

It is the policy of the Genesee District Library to preserve the confidentiality of library usage records of its patrons to the extent allowed by law.

- a. Except as authorized by the Patriot Act, or so ordered by a court of competent jurisdiction, the library shall not release or disclose a library record or portion of a library record to a person without the written consent of the person identified in that library record or that person's parent or legal guardian.

Internet Access (continued)

- b. The Genesee District Library makes no representations regarding the privacy of information sent over the GDL network (including Wireless Access) accessing the Internet including email, chat, or instant message. Those transmissions are not guaranteed to be secure against interception and may be monitored by a third party.

5. Internet Filtering Guidelines

In order to comply with the MLPA and the CIPA, the Genesee District Library uses a technology protection measure (or "Internet Filter") to restrict access to some Internet sites.

- a. Content prohibited under MLPA and CIPA, and the court cases interpreting those statutes, is "Prohibited Content." This specifically includes "obscene matter" and "sexually explicit matter" as those terms are used in MLPA, and "harmful to minors," "obscene," "sexual act; sexual contact" and "child pornography," as those terms are used in CIPA. GDL uses the least restrictive blocking categories provided by the filter vendor that by their definitions appear to include Prohibited Content. GDL relies on the filter vendors and the Internet Filter to accurately identify and filter Prohibited Content.
- b. All public computers are filtered.
- c. If an adult wants unfiltered access to the Internet, the adult must make a request to staff to have the filtering software turned off. At least one computer in each location may become unfiltered.

6. Parental Guidance

Parents and guardians need to be actively interested in and are responsible for supervision of their children's use of the Internet and other electronic resources. Parents and guardians are encouraged to discuss the use of the Internet and family values with their children.

- a. Parents and guardians need to be aware that the filter is not totally effective and GDL cannot assure that a child will not purposefully or inadvertently access inappropriate materials.
- b. GDL does not filter the content of email, chat rooms, or other forms of direct electronic communication and cannot therefore assure the safety and security of minors using these functions.
- c. GDL cannot protect against their children's unauthorized access to computer resources and other unlawful online activities.

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Internet Access (continued)

- d. GDL cannot protect against unauthorized disclosure, use, and dissemination of personal identification information regarding their children if their children provide it while using the Internet.

7. Wireless Access

Authorized and approved wireless access to the Internet is supported by GDL within the libraries during library hours.

- a. The GDL network is an open network and is not secure.
- b. Most WiFi equipment will be compatible. However, GDL can make no guarantee to compatibility of equipment with GDL's network.
- c. The GDL cannot guarantee wireless connectivity.
- d. GDL staff cannot assist with a patron's computer, wireless network card, or configuration.
- e. GDL assumes no responsibility for any loss or damages done directly or indirectly to personal data or equipment, or for any damage or injury arising from loss of privacy arising from use of its World Wide Web server, wireless connection, or connection to other Internet services.
- f. GDL staff is not responsible for any changes made to a patron's computer settings.
- g. Wireless users must comply with the GDL Computer and Internet Use Policies. Users are expected to use the GDL's wireless access in a legal and responsible manner.

8. Complaints and Penalties

If a user feels that a web site is being blocked or allowed inappropriately by the filter, the user may request that it be reviewed by library staff.

9. Compliance

Failure to comply with this policy or with library staff directions may result in restriction or termination of the user's library privileges and may result in prosecution under local, state, or federal laws. Any person denied access to the Library or its services may appeal the denial to the Director. If the appeal is GDL Policy 3.5 not resolved by the Director, it may be submitted in writing to the Library Board of Trustees. The Library Board of Trustees will provide the person with an opportunity to be heard before deciding the appeal.