

Library Computer and Internet Use Policy

Adopted by the Lanesboro Public Library Board, June 14, 2011

1.0 General Principles

All Internet resources are provided equally to all users with the understanding that it is each patron's responsibility to use judgment, respect for others, and appropriate conduct while using Lanesboro Public Library resources and facilities. [See also the Library Conduct Policy.] The Library recognizes the First Amendment rights of its patrons and their individual right to privacy. However, internet users must be sensitive that their workstations are in public areas, and images on the screen and public printers are subject to view by a wide audience.

Public access computers cannot be used by anyone for illegal activities, to access illegal materials, to violate copyright laws or licensing agreements, or to access materials that by local community standards would be obscene. Library staff is authorized to take prompt actions to enforce this policy and/or prohibit computer use by patrons who fail to comply with it. Activities that are believed by Library staff to violate federal, state, or local laws are referred to local law enforcement (Minnesota Statutes 2001, 134.50 Internet access, libraries).

Patrons and parents are responsible for their and their minor children's use of the Library's resources and facilities. Parents who believe their children cannot responsibly use the Library's resources are requested to supervise their children's use. If parents have reasonable limitations it is their responsibility to communicate those to the staff, who will add a note to the patron's record. [See also the Library Acquisitions Policy.]

1.2 Filtering

In compliance with federal law, the Children's Internet Protection Act, the Lanesboro Public Library uses filtering software on its computers. This software may not be disabled at the individual workstation.

1.3 Guidelines for Use

- All public access computers must be "checked out" at the front desk. Patrons may reserve time on a computer in advance, but if they do not arrive on time, the computer may be checked out to someone else. Otherwise, workstations are available on a first-come first-serve basis.
- The Library expects users to be considerate of others. Time on the internet is limited to 60 minutes when others are waiting. Every effort toward fair accommodation will be made. Library staff reserves the right to assign computers or make exceptions.
- Patrons agree to respect privacy and will refrain from viewing or reading

material being used by others. Only one person per computer at a time. Library staff may make exceptions on a case by case basis.

- Staff members will devote a *reasonable* amount of time assisting individual library users with the Internet and software where needed.
- Installation, downloading, or modification of software on Library computers is prohibited.
- Patrons agree to not attempt to access restricted files or networks.
- Patrons agree to end their session and leave the public access computer promptly when asked to do so by Library staff, even if they have not completed their session.
- The Library makes every reasonable effort to provide reliable internet and computer access, but cannot be responsible for any circumstance rendering it impossible for a user to complete their session as planned. No refunds.
- The Library does not allow patron laptops to be connected to its network, though patrons can access the internet via wireless service.

1.4 *Computer fees*

Computers are free to SELCO card holders and Minnesota residents. Fees for other users are outlined in the staff procedures manual. Changes to the fee schedule must be approved by the Library Board. Access is good only for the date purchased and is not transferable outside of family members.

2.0 *Enforcement and consequences*

Lanesboro Public Library staff is authorized to monitor public access computer use, track internet history, and terminate a session if violations of this policy occur. The patron(s) involved will lose computer privileges until they meet with the Library Director and Library Board representatives to discuss their computer use and this policy. Repeated violations of this policy may result in permanent loss of Library computer privileges.