

## COMPUTER USE POLICY

### **Cardholders**

Belleville Public Library-cardholders in good standing and no fines on the cardholder's account or the accounts of members of the same household exceed \$5.00 may use the computers designated for public use.

First-time users must read the computer use policy before using a computer.

### **Visitors and Non-Belleville Public Library Cardholders**

Visitors or non-Belleville Public Library card holders aged 18 and older wishing to use a computer are required to read the computer policy and sign in at the reference desk each time they want to use a computer. Visitors or non-Belleville Public Library card holders must submit current identification, such as driver's license or current library card to be held at the Reference Desk. The identification will be returned to the visitor or non-Belleville Public Library card holder at the end of the computer session.

### **Computers User Restrictions and Policies**

The library reserves the right to limit, refuse and/or ban any user from using the library equipment and computers.

Use of the computers throughout the library shall be governed according to the laws and regulations of the State of Illinois and the City of Belleville.

Computer users must sign up to use a computer at the desk on the second floor of the main library or at the circulation desk at the branch library. In addition children under 12 may use the computer located on the 1st floor in the children's department.

Use of the computers is on a first come, first serve basis. Scheduling will be in one hour increments. If no one else is waiting to use the computer, a user may request to continue beyond the time just completed. A user must relinquish the equipment to another eligible user when asked to do so by library staff. The librarian may establish the number of sessions available per day, per user. Staff members have the right to interrupt or cancel the use of the computer. All computers will be shut down 10 minutes before closing time. Abuse of the rules and/or equipment may result in the loss of computer and/or library privileges.

The user who signs in at the information desk is the only person allowed to operate the computer.

Users will abide by the library's cell phone policy while using computers.

Users will not:

Display or download any profane, obscene, vulgar or otherwise offensive material. (Belleville City Ordinance 30-1-36, Obscene Literature)

Make any attempt to alter computer configurations.

Make any attempt to cause degradation of system performance.

Use any library workstation for any illegal or criminal purpose.

Engage in any activity that is deliberately and maliciously offensive, libelous or slanderous.

Install or download any software/ programs to the hard drive.

Use one's own personal computer to connect to the library's electronic network.

Users may access instant messaging, chat rooms, games, e-mail, etc. It is at the library staff's discretion to disallow any site, instant messaging, chat-room, game, e-mail, etc., that may lock-up the computer or add to the degradation of the system.

Printouts are available at .20 cents per page and can be picked up at the information desk. All printouts must be paid when the user has ended all sessions. Users are expected to abide by the copyright laws (Title 17, United States Code), which governs the making of photocopies or other reproductions of copyrighted materials.

Users may use their own floppy disks. Data disks are available for purchase at the information desk.

The library does not provide personal electronic mail accounts.

If user behavior becomes inappropriate for the library setting while using the computers, the library staff reserves the right to end the session.

Users agree that the library will not be responsible for any indirect, consequential, special, or punitive damages or losses that may arise in connection with their use of the computers.

## **Accuracy/Authenticity Disclaimer**

The Library recognizes the right of individuals to determine what is most appropriate for their needs. Users should be aware that information accessed via the Internet may be controversial, inaccurate, or dated.

## **Computer Use by Minors**

It is the responsibility of the parents or guardians, to restrict their children's computer use releasing the Belleville Public Library from any liability.

Parents or guardians must sign a waiver for children under the age of 18 to use library computers.

An Internet computer is available to children through eighth grade in the Youth Services Department. All children must have a library card in good standing to use the internet computer.

## **Staff Assistance**

Staff can provide limited assistance but can not provide computer training. It is the responsibility of the user to understand basic personal computer usage.

## **Vandalism**

Vandalism or any other misuse of the computers will result in the loss of privileges. Vandalism is defined as any malicious attempt to harm equipment and/or software. This includes, but is not limited to the uploading or creation of computer viruses. Violations and unlawful activities will be dealt with appropriately.

## **Policy Enforcement**

Users who violate the Computer Use Policy are abusing computer services and are subject to losing library privileges. Library staff will address policy violations by issuing a "cease and desist" warning, termination of library card and/or use of the building.

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**To be Reconsidered  
When Envisionware Software  
Is put in place**