

Cardington-Lincoln Public Library Computer and Internet Use Policy

INTERNET USER:

Before you use the library's Internet connection and/or library computers, you must read this policy and sign the form indicating that you have read the policy and will abide by the rules and regulations. Parents/legal guardians must read this policy and sign the form for children under the age of 18.

The Cardington-Lincoln Public Library, in keeping with its mission of free and public access to the widest possible variety of information, provides public Internet access and access to the resources of the Ohio Public Library Information Network (OPLIN) and selected local databases.

Patron Access to the Internet

These services may be used to access resources and engage in communication on the Internet or the Ohio Public Library Information Network provided such activity can be done with Library software and hardware. The following are exceptions:

1. Patrons may not send, receive or display text or graphics that may reasonably be construed as obscene.
2. Patrons may not use this resource for any illegal purpose.
3. Patrons may not in any way alter, reconfigure or damage workstations.
4. Patrons may not use this resource to interfere with or harass others, nor invade the privacy of others.
5. Patrons may not modify or gain access to files, passwords, or data belonging to others; nor seek unauthorized access to any computer system, or damage or alter software components of any network, host server or database.

Patrons who violate any of the exceptions above will lose all library computer/internet privileges permanently.

Patron Rules of Use

This is a public resource. The rights of others must be respected and library property must be protected, therefore:

1. Patrons must register at the circulation desk before using a computer or the library's Internet connection to access wireless devices.
2. Patrons must notify the circulation desk staff when they are finished.

3. Staff will assign the patron to a computer terminal. Patrons must remain at that workstation unless a staff member reassigns the patron.
4. Time on the adult area computers is limited to one hour per sign in. If there are open computers, the patron may request a time extension from a staff member. Youth under the age of 18 are limited to one hour, one time per day.
5. No more than two users will be permitted at one terminal at a time.
6. Patrons are responsible for the cost of all pages printed from their assigned workstation during the sign in session.
7. Cell phones or other audible devices must be turned off.
8. Patrons must use ear buds or earphones to listen to audio content.
9. Do not install or download software or plug-ins of any kind.
10. Do not load any external devices without consultation with library staff. (This includes flash drives, external hard drives, cameras, etc.)
11. Do not save or download files to the workstations. (Diskettes are available at the Circulation Desk for \$1.25.)
12. Do not save bookmarks, shortcuts, documents or images to the computers.
13. The teen space is for youth in the 7th through 12th grades. No more than six people are permitted in the teen space at one time.
14. Youth needing to use the computer for school work will be placed on the waiting list ahead of youth not doing school work. Youth must be 16 years old to use the adult computers for homework only.

Patrons who repeatedly violate any of the above "Rules of Use" may lose computer and/or internet privileges permanently.

All users of the public access workstations must sign a "Limitation of Liability" form. Parents or legal guardians must sign, in person, for those under the age of 18.

DISCLAIMER:

The Cardington-Lincoln Public Library is not responsible for the accuracy or the content of any information found in any site not created by the Library itself. When using any links from the Library's website, or any link that leads to a non-Library resource, users are responsible for determining the value and accuracy of the information. It is recommended that particular caution be exercised when obtaining financial, medical or legal information from the Internet.

As with other library materials, it is the parent or legal guardian of minor children who must assume ultimate responsibility for supervising access to Internet resources in the Library.

Misuse of the Library's computers, OPLIN system or Internet access will result in loss of Internet and computer privileges. (Please refer to the *Cardington-Lincoln Public Library Computer and Internet Use Policy*.)

I have read *Cardington-Lincoln Public Library Computer and Internet Use Policy* and understand the policies and procedures governing the use of computers and the Internet at the Cardington-Lincoln Public Library. I also understand that not following these rules will result in suspension of Internet and computer access for a specified time period.

Signed: _____ Date: _____

Printed name: _____

Minors under the age of 18 will also need a parent's signature:

Child's Name: _____ Age: _____

Parent's Signature: _____ Date: _____

Printed name: _____

Parent's Phone Number: _____