

Pickerington Public Library Internet Access and Computer Use Policy

Internet Access

The Pickerington Public Library (PPL) provides Internet access and access to the resources of the Ohio Public Library Information Network (www.oplin.org) for the purpose of information retrieval and in response to changing information needs of the community. The Library maintains the network in order to provide immediate access to information for educational, professional, and personal development and provides free access to all library patrons.

The Internet, as an information resource, enables the library to provide information beyond the confines of its own collection. It allows access to ideas, information and commentary from around the globe. Currently, however, it 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 offensive, disturbing and/or illegal, inaccurate or incomplete.

The PPL does not assume liability for the reliability of the local network, the Internet, or the content or accuracy of information found therein. Patrons are responsible for scrutinizing information on the Internet for reliability and point of view. Users should also recognize that the library is not responsible for changes to the content of websites, nor for the content of sources accessed through subsequent links.

Internet Access

The Pickerington Public Library is a CIPA (Children's Internet Protection Act) compliant facility. All Internet computers in the library have been equipped with filtering software. Adult patrons may choose filtered or non-filtered access. Minors do not have the option of choosing unfiltered access. The library recognizes that filtering software is far from perfect; it may allow some inappropriate content to pass through and can block appropriate sites from view.

As with other library materials, it is the parent or legal guardian of minor children who assumes responsibility for supervising access to Internet resources in the library. Parents are responsible for setting standards, establishing guidelines, and overseeing the use of these electronic resources. They are encouraged to spend time on-line with their child to discuss electronic information and its appropriate use.

Parents are also encouraged to instruct their children never to give out personal information (name, address, password, telephone number, credit card number) online.

Misuse of Library Computers

Misuse of the library's computers may result in a warning, immediate suspension of computer privileges, or loss of library privileges. Such misuse includes, but is not limited to; using the computer for unauthorized, illegal or unethical activities; hacking into the library computer system or any other computer system; damaging or attempting to damage computer equipment or software; interfering with systems operations, integrity or security; gaining unauthorized access to another person's files; creating or sending harassing or malicious messages to other computer users or staff; altering or attempting to alter the library computer's settings; and violating copyright laws and software licensing agreements. Patrons may not send, receive or display text, graphics or audio, which may reasonably be construed as obscene under applicable state and federal law. Users may not represent themselves as another person.

Procedures for Computer Use

Any portable storage devices used in the networked computers must be scanned for viruses at the reference desk.

Library staff are available to help users get started and to assist with minor problems. Staff cannot provide in-depth training or solve compatibility problems.

Duplication of the library's software is not permitted as it would constitute violation of the copyright law.

Patrons must have a Pickerington Public Library card in good standing in order to utilize the computers in the computer lab.

Juveniles age 12-17 with a Pickerington Public Library card may use the computers in the adult area upon presentation of their card. However, the parent or guardian of those children may sign a statement disallowing the use of the computers in the computer lab.

Juveniles under 7 years of age must be accompanied by a responsible care-giver (16 or older) when using the computers in the juvenile area. Those computers are limited to users under 12 years of age.

Pickerington Local School District residents must get a Pickerington Public Library card in order to access the computers. Non-residents may receive a temporary card (ID must be presented) at the reference desk.

Internet users must use their own library card or personal information to access the Internet. Use of another's card/information will result in confiscation/blocking of the library card in use.

The Pickerington Public Library reserves the right to regulate the use of workstations to include the amount of time a workstation may be used, printing restrictions for that workstation, chat room use on a workstation, gaming, etc. and further reserves the right to terminate an Internet session at any time. Computers are normally available, subject to maintenance, during library hours.

Access to Facebook, MySpace and other social networking sites is not allowed on library computers.

Library staff cannot provide in-depth training on the use of the Internet, except during scheduled training sessions, but they may be able to offer suggestions and answer questions.

Patrons may **not** use their own software programs on PPL Internet computer equipment. This will help maintain the integrity of the computers and make them less susceptible to viruses. Patrons may use their own portable storage devices (Flash drives may only be used on computers with appropriate ports on the front of the computer.) in any of the networked computers after they are scanned at the Reference Desk for a virus. If a virus is detected on a storage device, it may **not** be used on library equipment. Patrons may not save data to the hard drive of the library's computers.

Patrons may send or receive e-mail on web-based email services.

Patrons may contact on line shopping services, or chat lines/rooms. Any transactions are at the patron's own risk.

Patrons may print files for a nominal fee. Patrons are responsible for paying for any and all prints that they generate.

Patrons may not eat or drink while using the computers, however, they may use the café area or Meeting Room A to do so, if there is no meeting scheduled or in progress.

The Internet computers will shut down 5 minutes before the stated closing time each day. (5:00 p.m. or 9:00 p.m.)

Copies of this policy are available at the Reference Desk and are posted in the computer area.

The Pickerington Public Library reserves the right to modify this policy and to develop corresponding procedures that are deemed appropriate and in the best interest of promoting and enforcing the intent of this policy.

Adopted: 04/14/97

Revised: 04/13/98; 11/09/99; 03/13/00;
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