Computer Policy

Computers are available for public use in both the Young Peoples' Department & the Adult Department.

Hours: computers open at library opening time and close down one-half hour before closing.

Adult Department:

Computers with Internet and Microsoft Office or Open Office are available. Printouts are $0.10 per page. Wireless Internet (Wi-fi) is available in the Adult Department. Wi-fi users must comply with conditions below. Computers are not filtered for content. Persons under 18 must have a parent or guardian's signature on file.

Young Peoples' Department:

Computers are available for using Microsoft Office, Open Office or browsing the Internet. Printouts are $ .10 per page. A signed Computer User Agreement is required. Users may not bring in their own paper. Persons under 14 years of age must have a parent or guardian's signature. Computers are filtered for content. Computers are reserved for patrons under 16 years of age.

Conditions for Use of all Computers except wi-fi:

Reservations for computer time can be made over the telephone, for up to a week in advance. Computer time is reserved for one hour at a time with a maximum of 2 consecutive hours allowed each day. Longer time slots may be arranged with the staff based on availability. Computer users must finish before the next scheduled time period.

If you are not able to use a scheduled time, please call to cancel. Reserved time will be saved for 10 minutes and will then be released to someone else. Consistent misuse of reservations will result in loss of computer privileges. If a computer is not functioning, the schedule will continue with no make-up time. Use of the microcomputers is open to all persons, residents and non-residents. A current library card must be shown to a staff member. Persons unable to show a current library card will be asked to apply for a library card if they are Chicago Heights residents. Residents and non-residents unable to apply for a library card <u>may</u> be issued one guest pass per day good for one hour of use. Use of each computer will be limited to two persons at a time. Children under 8 must be supervised by an adult. The user is liable for any damage resulting from misuse or mistreatment of equipment or software.

Conditions for Wi-fi users:

No reservations are necessary. Limited help is available at certain times for connectivity issues. All Wi-fi users must show a current library card to staff. Chicago Heights residents will be asked to sign up for a card if they do not own a current card. Residents and non-residents unable to apply for a library card <u>may</u> be issued a guest pass for daily use.

Internet Policy
Introduction

The Internet is an electronic network of computers throughout the world providing communication and resource sharing services to students, scholars, librarians, researchers and the general public. Using the Internet, one can connect to a computer on the other side of the world as if it were in the next room. This Library provides users access to the Internet for research. Use of the Internet is a privilege, not a right, and inappropriate use will result in cancellation of this privilege.

♦
Accuracy of Information

Users of the Internet at the Chicago Heights Public Library should be aware that most resources available via the Internet and other electronic information networks are "global" resources (generated outside this Library) rather than "local" resources. Chicago Heights Public Library does not and can not control the information content obtained from outside sources via the Internet. Parents are expected to monitor and supervise their children's use of the Internet. Users must keep the following points in mind when evaluating information obtained via the Internet. Information obtained via the Internet may not be accurate and may not be obtained from a reliable source. Information obtained via the Internet may not be current. Links to information on the Internet may not always be valid, and particular information sites on the Internet may sometimes be

unavailable. This unavailability often occurs unpredictably, and the Library has no control over it. Certain information obtained via the Internet may be considered controversial.

Internet Use - Terms and Conditions

1) **Acceptable Use** - The Library provides access to the Internet to support the educational and informational needs of users. Using the Internet for legitimate research is encouraged. Reference staff can often advise researchers which resources are most likely to provide easily accessible accurate information. Books, manual or electronic magazine indexes can supply the answers to many reference questions. The Internet is just one of many resources available to Library users.

2) **Unacceptable Use** - Examples of inappropriate use include, but are not limited to violation of computer system integrity, tampering with computer hardware or software security, duplication of copyrighted programs, violation of another user's privacy, use of sounds or visuals which might be disruptive to others. Pornographic images are strictly prohibited. Display of pornography will result in an immediate one year ban from using the computers.

Although antivirus programs have been installed on the computers, the library cannot guarantee 100% security against viruses. The library assumes no liability for the use of it's equipment. All use is "AT YOUR OWN RISK." Any problem with equipment or software must be reported immediately.

The Copyright Law forbids duplication of copyrighted software.

Users are expected to be self sufficient.   Staff members can provide assistance with turning on the computer, loading paper, or providing program manuals. There are tutorials included in some of the software. However, staff are unable to provide further assistance with software.
Use of computers at the library implies consent to these policies.

Computer and Internet Policy

Chicago Heights Free Public Library

Updated and Approved by the Board of Trustees
August 14, 2008