

BATTLE CREEK PUBLIC LIBRARY
INTERNET ACCESS POLICY
NOVEMBER 6, 2019

The Battle Creek Public Library is pleased to have patrons use Battle Creek Library's Internet Access. In order to maximize the availability of Internet resources and to insure fair accessibility for all, please follow these Internet Access Guidelines which include Internet policies, rules, and procedures.

INTERNET ACCESS POLICY

In response to advances in technology and the changing needs of the community, the Battle Creek Public Library endeavors to develop collections, resources and services that meet the cultural, recreational, and educational needs of the Battle Creek Community. It is within this context that the Battle Creek Public Library offers access to the Internet.

The Battle Creek Public Library does not monitor and has no control over the information accessed through the Internet and cannot be held responsible for its content. The Internet is a global entity with a highly diverse user population, and the library patrons must use it at their own risk.

All Internet resources accessible through the library are provided equally to all library users. All library Internet users must have a current library/computer card issued from the Battle Creek Public Library. All persons under 18 years of age must also have a consent form signed by a parent or guardian. Parents and guardians, NOT the library or its staff, are responsible for the Internet information selected and/or accessed by their children. Parents and guardians may restrict their children, and ONLY THEIR CHILDREN from access to Internet resources accessible through the library. Parents are advised to supervise their children's sessions.

TO BE MORE SPECIFIC:

1. Battle Creek Public Library does not censor access to materials or protect patrons from information that may be found to be offensive. There are sexually explicit materials and other information resources which patrons may personally find controversial or inappropriate.
2. Not all sources on the Internet provide accurate, complete or current information. Battle Creek Public Library patrons need to be good information consumers and question the validity of the information that is found.

STAFF ASSISTANCE

In all cases, library staff will be glad to assist library patrons in accessing the Internet and attempt to assist others. Library staff cannot provide in-depth training concerning Internet computer jargon or personal computer use. They may, however, be able to offer searching

suggestions and to answer questions. Those who use library resources are encouraged to have fun exploring the Internet, but to remember that many times they will find the specific information needed in books, periodicals, and other materials.

GUIDELINES FOR ACCESSING THE INTERNET IN THE BATTLE CREEK PUBLIC LIBRARY

1. ONLY ONE person allowed on each computer for Internet use at a time (excepting when one child is supervised by a parent/guardian).
2. Internet users will need a current Battle Creek Public Library/Computer User's card. First time users will receive Internet Access Information and library/policies. Children below the 4th grade must be accompanied by an adult.
3. Internet access will be available, subject to maintenance and the number of users for other programs when the library is open.
4. Use of the Internet access computers is on a first come, first serve basis. Those using Internet access computers will not have a time assigned. They are to agree, as a condition of use, that if anyone else is waiting that they will make the computer available within 30 minutes of being informed by library staff that another person is waiting.
5. The Battle Creek Public Library is not responsible for e-mail (electronic mail) sent or received.
6. Library patrons CANNOT use their own software programs. This will help prevent computer viruses.
7. It is necessary to ask the librarian for permission to download files.

WARNING: Although the library uses a virus-checker on Internet computers, this will not completely protect users from the chance of getting a virus. Software downloaded from the Internet computers may contain a virus. Patrons need to have a virus-checking software on their personal computers. The Battle Creek Public Library is not responsible for damage to a patron's disk or computer, or for loss of data, damage or liability that may occur from patron use of the library's computers.

8. Printing is provided. Black and white copies are \$.20 per sheet. Color copies are \$1.00 per sheet.
9. Patrons may not be able to always go to places on the Internet that they wish to visit. There are many reasons, among them are:

- a. There are too many Internet visitors, and the host computer has closed or limited access from the outside world.
 - b. The database or resource is licensed to a particular institution, in which case the user would need to be affiliated with the institution in order to get access.
 - c. The host computer has changed its address or has closed down.
 - d. The library's Internet connection may periodically or temporarily be inoperable due to technical difficulties.
10. Absolutely no food or drink is allowed in the computer area.
11. Sixth grade students and older may access the Internet. Younger children must be accompanied by an adult.
12. Misuse of the computer or Internet access will result in the loss of computer privileges. This will include, but is not limited to:
- a. Displaying of offensive messages or pictures.
 - b. Using obscene language.
 - c. Harassing, insulting, or attacking others.
 - d. Damaging computer or computer systems/networks.
 - e. Violating copyright laws.
 - f. Using someone else's password.
 - g. Intentionally wasting limited resources.
 - h. Employing the network for commercial purposes.
 - i. Users may not bookmark locations.
 - j. Use of Chat Rooms are not allowed at any time.

VIOLATIONS WILL RESULT IN LOSS OF ACCESS TO INTERNET AS WELL AS OTHER DISCIPLINARY OR LEGAL ACTION; LOSS OF ACCESS AND LENGTH OF SUSPENSIONS ARE AT THE DISCRETION OF THE LIBRARY STAFF.

Date Reviewed by Board: November 6, 2019

Date Amended by Board: December 4, 2019

BATTLE CREEK PUBLIC LIBRARY
INTERNET USER AGREEMENT
AND LIMITATION OF LIABILITY FORM

All patrons who wish to use the Library's computer/Internet equipment are required to read, sign, and date the following form prior to using the equipment. You must be a current library patron of the Battle Creek Public Library to use their computer and Internet resources.

This form must be filled out in ink.

Library Card No. _____

I, _____, have read and agree to obey all policies for use of the Internet/computer at the Battle Creek Public Library. The Battle Creek Public Library does not assume responsibility for supervision of persons accessing the Internet and has no control over the information accessed through the Internet. It is the parent's/guardian's responsibility to monitor the information and activity accessed through the Internet. I further agree that the Battle Creek Public Library assumes no liability for loss or damage to the user's data or for any damage or injury missing from invasion of privacy in the user's computer account, programs or files, including e-mail. I agree to pay all charges stated in the policies.

All elementary patrons under 4th grade must be accompanied and supervised by an adult while using the library's computers/Internet programs.

Date: _____

Name: _____

Address: _____

Home Phone: _____ Age: _____ (if under 18)

Parent/Guardian Signature: _____