

Manistee County Library System Internet/Computer Use Policy

As part of its mission to provide public access to information resources in a variety of formats, the Manistee County Library provides access to the Internet.

Manistee County Library system does not control and cannot monitor information available and accessed by way of the Internet; therefore, the Library System cannot be held responsible for its content. The Manistee County Library cannot guarantee that information on the Internet is accurate. Library staff will assist users with accessing the Internet; however, learning to use the Internet effectively remains the responsibility of the user.

ACCESS AND USE

1. All users must register prior to using a workstation. ID will not be required unless there is a question about the age of a minor. Use is available on a first-come, first-served basis as indicated below:

Library Cards Holders—During high season (May 1 through September 30) users will be allowed one (1) hour use per day with extended hours available for certain educational and/or research purposes. During low season (October 1 through April 30) users will be allowed one hour and thirty minutes use per day with extended hours available for certain educational and/or research purposes.

Guests and MCL Patrons without Library Cards—Visitors, travelers, and adult patrons who forget their library cards will be limited to twenty (20) minutes use per day. Guests who are minors must be accompanied by a parent/guardian.

Patrons Not in Good Standing - Patrons who owe money to MCL for fines or fees of more than one dollar are considered not to be in good standing and will be allowed twenty (20) minutes as a guest. The exception to this if a patron is on a payment plan they will be allowed the same time as a patron in good standing.

In some locations, reservations may be made in advance, however, signing up for a time on workstations does not insure use of a specific machine.

If there is no one waiting in the automated queue for computer access, then the monitoring software will add time in specific intervals to be determined by Library Administration. These additional increments will be added as long as no one is waiting for a computer.

Children of non-resident card holders will be allowed computer access in the direct presence of a parent/guardian.

Manistee County Library System has minimally filtered computers available for public access. The Library will make available to parents information related to safe Internet practices for children.

Manistee County Library System reserves the right to limit, restrict, extend or end computer privileges of users and their access to the available information resources in the Library.

2. **Parents/Guardians must assume responsibility for Internet use by their children as Library staff cannot act *in loco parentis*. Only parents can restrict services and materials to their child(ren) and only for their child(ren).**

Students, under the age of 18, must have a valid library card along with a parent/guardian signature card on file to be allowed to use Internet public access computers. Students must sign an "Internet Access Agreement for Students" card which will be kept on file at the Library. A "Computer" sticker will be placed on the student/child's Library card and must be presented each time the student/child wishes to use a Library computer.

Children under the age of nine (9) may use the Internet only under the direct supervision of a parent/guardian. Children (under the age of 9) unaccompanied by an adult will be allowed use of computers designated **child or youth** that will not allow access to the Internet. Student's age nine (9) through seventeen (17) **must present** a valid Library card with a "Computer" sticker on the back to sign up for computer time.

3. Users may print information located on **electronic** databases and the Internet at twenty-five (25) cents per page. Users may not download files to the hard drive; however, files may be downloaded to various removable media provided by the user.

USERS RIGHTS/RESPONSIBILITIES

Non-compliance with the Manistee County Library's policy and guidelines for computer/Internet use may result in denial of access to Library computers.

By registering to use a computer in the Manistee County Library System, users agree to abide by the terms of the Library's Acceptable Use Policy and the terms of related computer/Internet procedures of the Library System. The Acceptable Use Policy and Internet procedures are available at any Library location as well as on the Manistee County Library website.

The Standards of Intellectual Freedom and Confidentiality endorsed by the American Library Association (ALA) and the Manistee County Library Board of Trustees for traditional library media shall apply to all electronic media including the Internet.

The Library Staff will treat the contents of electronic files as private and confidential just as other library files. Applicable Federal, State or local laws as well as Manistee County Library Board policies will govern any inspection of electronic files and any action based upon such inspection.

ILLEGAL USE

Users of the Manistee County Library computers as well as the Manistee County Library System is bound by State & local, and Federal laws relating to copyright, security, obscenity, pornography and other statues regarding electronic media. Violations of the law will be reported to the appropriate law enforcement authorities.

Illegal use, misuse, or unauthorized use by users of the Manistee County Library System computers, facilities and information resources may result in permanent revocation of library privileges.

If it is determined that inappropriate sites are being viewed, a “snapshot” of the screen will be taken. The first offense will be a warning, second offense the user will be banned for 30 days, and the third offense the user will be banned from use of the Library’s internet computers.

Illegal use of computers that violate Federal, State or local laws include but are not limited by the following:

- Propagating or promoting chain letters, “spamming”, or “flaming”, attempting to “hack” or “crack” into the Library System’s network or any other network system.
- Deliberate violation of the computer systems integrity causing any system or computer to crash.
- Using Library computers to access, send, retrieve pornographic or obscene materials as defined by law. Viewing, accessing, sending and retrieving any materials relating to child pornography or deemed **“harmful to minors”**.
- Tampering with computer hardware or software, including violation(s) of software license agreements. Installing unauthorized (personal) software on Library owned computers.
- Violation of copyright and trademark laws.
- Violation of another user’s privacy.
- Vandalizing or any other malicious attempt to harm or destroy data of other users on the Internet such as creating or downloading computer viruses.

UNACCEPTABLE USE

Any misuse or unauthorized use by users that may be deemed unacceptable may result in the loss of computer/Internet privileges at the discretion of the Library Administration and/or the Library Board of Trustees.

The following, though the list is not all inclusive, are unacceptable uses of the Manistee County Library Systems computers.

- Using impolite, abusive or otherwise objectionable language in either public or private messages. Bullying, whether it be physical, verbal or cyber will not be tolerated.
- Use of sound or visuals which might be disruptive to other library users, including loud voices and boisterous behavior.
- Verbal and/or physical abuse of Library users, property or staff.
- Saving/copying information to the hard drive of the Library's computers.
- Copying, installing, using software packages not provided by the Manistee County Library System.
- Using the Internet for political lobbying or commercial purposes for profit.
- Attempts to obtain/use another person's account number/password.
- Time-blocking of sign-up sheet through the use of false names or other methods.
- Changing any computer files that belong to other persons.
- Tampering with or reconfiguring the Library System's computer equipment, software or data.
- Circumventing security measures on the Library System's, or other, computers and/or networks.

Approved: March 26, 2002

Amended by MCL Board: August 28, 2007

Revised by Staff for MCL Board Approval: April 2011

Amended (approved) by MCL Board: June 28, 2011

Amended by MCL Board: January 24, 2012

Revised by Staff for MCL Board Approval: April 2013

Amended (approved) by MCL Board: April 2013

Revised by Staff for MCL Board Approval: December 2014

Amended (approved) by MCL Board: January 27, 2015

Amended by Policy Committee and MCL Board Approved: October 27, 2015