

## MARION PUBLIC LIBRARY INTERNET POLICIES

Policy approved by the Marion Public Library Board

2/2/2006

Revised 6/11/2009

The Marion Public Library provides patron access to the Internet. These resources serve as an information resource that enables the library to provide materials beyond the confines of its own collection and provides access to ideas, information, and commentary from around the globe. The library is not responsible for the quality, accuracy or currency of individual Internet resources, nor do we provide electronic mail services.

### COMPUTER ACCESS

Users of the public computer workstations must have a valid (proof of current address) Marion Public Library card or Driver's License. The card must be in good standing. Good standing means all overdue materials must be returned or paid for and fines must be under \$10.00 in order to use the public access workstations.

Children under the age of 6 must be accompanied by a parent, legal guardian, or adult caretaker at all times while using the public workstation. **PARENTS/GUARDIANS, PLEASE BE ADVISED THAT IMPROPER USE OF OR DAMAGE TO LIBRARY COMPUTERS/EQUIPMENT WILL BE YOUR FINANCIAL RESPONSIBILITY!**

In the interest of child safety and in compliance with Michigan PA 212 of 2000 prohibiting minors from receiving or viewing obscene or sexually explicit matter on the Internet, the library provides computers with filtering software to limit children's exposure to such material. **Filtering software may not block all material users might find offensive. Parents are encouraged to supervise their children's Internet Sessions.**

Users under 18 years of age wishing to access the filtered workstations must have a signed **INTERNET CONSENT FORM**. The parent or legal guardian is required to sign this form (in library). Internet use will be denied to all children less than 18 years of age who do not have an **INTERNET CONSENT FORM** on file or who are not accompanied at the workstation by a parent or legal guardian.

### STAFF ASSISTANCE

Library staff will assist individuals with limited basic instruction in the use of the Internet.

Library staff may also be available to assist with simple questions as time permits. Assistance with complex questions and with word processing document preparation cannot be accommodated. Internet users should have a minimal level of computer experience and be able to use a mouse.

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### USER RULES

Electronic information resources are to be used for educational, informational, and recreational purposes. Chat groups and games are not permitted. Downloading is not permitted. Saving to the computer is not permitted.

Damaging or altering software or hardware components of any network or database is not permitted.

Users are expected to make only authorized copies of copyrighted or licensed software or data.

The public access workstations are not to be used for purposes contrary to local, state, or federal law.

Users may not send text or graphics that may be reasonably construed as obscene and offensive, nor send, receive or display text or graphics that are legally defined by state and federal law as obscenity or child pornography.

Evidence of illegal activity may prompt Marion Public Library to report such activity to legal authorities.

Actions that violate local, state, or federal law may be prosecuted.

The public may use computers for legal purposes. Examples of unacceptable purposes include, but are not limited to the following: harassment of others, libeling or slandering other users; destruction of or damage to equipment, software, or data belonging to the library or other users; disruption or unauthorized monitoring of electronic communications or unauthorized copying of copyright-protected material.

Users are to refrain from using the library's Internet resources to conduct business or commercial enterprise, or to engage in commercial activity such as the distribution of advertising. Use should be consistent with guiding ethical statements and accepted community standards. Malicious use is not acceptable.

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### **CONDITIONS & TERMS OF PUBLIC ACCESS WORKSTATION USE**

Access is available on a first-come, first-served basis through the use of sign-up sheets.

Because space is limited and increased noise from group conversations is disruptive to others, no more than two people may gather at one workstation, except for an adult working with children.

Public access workstations are available in one hour blocks if others are waiting and up to a maximum of 2 hours per day if no one is waiting. Extensions may be granted at the discretion of library staff.

Simultaneous use of two or more workstations is prohibited. Users may not abandon machines for any length of time without the chance of them being claimed by the next user.

Non-library software may not be used. Personal programs or data should not be installed on the hard drive. These will be deleted.

The cost of printing from the public access workstations is as follows:

**\$.25 per page for black and white**

**\$.50 per page for color lettering**

**\$1.00 per page for color images of any shape or size**

The computers will be available for use during all of the hours the library is open, except 15 minutes before closing.

Public access workstations will be managed in a manner consistent with the Library's Rules of Conduct, which are posted in the library.

**Parents using public workstations are expected to attend to their children**

Failure to use the public workstations in an appropriate and responsible manner will result in loss of those privileges. Illegal use or unethical acts involving the public workstations may also be subject to prosecution by local, state, or federal authorities.