

# Woodridge Public Library

## Internet Access and Computer Use Policy

### **Purpose**

The Woodridge Public Library offers access to the Internet as part of its overall plan of service. The Internet augments the Library's physical collections with a wide range of subscription and free electronic resources. It is important to provide patrons in a community with access to this type of information resource and communication.

### **Ethical and Legal Issues**

The Library Board has adopted the Library Bill of Rights and endorses an individual's right of access to information. As such, the Woodridge Public Library does not filter its computers. As with Library materials, restriction or regulation of a child's access to the Internet is the responsibility of the parent or legal guardian.

Use of the Library's Internet access is a privilege. All users are expected to use the Internet in a lawful and responsible manner. The Library's public Internet access may not be used to harass, interfere with, or disrupt other users, Library staff, services or equipment. Disruptions include, but are not limited to, distribution of un-solicited advertising, harassment (including sexual harassment,) propagation of computer worms or viruses, violation of federal or state laws, including copyright law, or use of the network to make unauthorized entry to any other machines. Violations of the Library's policy may result in the loss of Internet access privileges and may include legal action where appropriate.

Users are also required to follow the Library's *Acceptable Computer User Agreement* which covers behavior in the Library's computer rooms. The Library's computers are primarily for Woodridge cardholders, but Express stations are provided for non-cardholders and for Woodridge residents without a current card. Children who have not yet started 3<sup>rd</sup> grade must be accompanied on the computer by a parent or guardian. Computers in the Children's Department will be accessible only to cardholders under 12 years old. Patrons 12 years old and over will have access to the computers in the Adult/Young Adult Department. Parents or guardians of minors age 13 and younger must give their approval for Internet access. Patrons 14 - 17 years old may sign up for cards and Internet access themselves unless their parent or guardian specifies the child is not allowed that access. The Library does not have a way to monitor use of the Express stations by those patrons.

The Library does not provide patrons with individual user accounts for the purpose of sending and receiving electronic mail. Library computers can, however, be used to access the many free web-mail services available on the Internet.

Use of the library's Internet access is free, but there are charges for printing. The Library is not liable for costs incurred by users through use of fee-based services.

### **Information Resources**

Database subscriptions and Library links to other sites are selected using the same selection criteria used to choose materials in the collection. Whenever possible, the Library licenses remote access to the reference databases to provide residents with access to these resources from outside the Library through their home or work computers, as well as through in-house Library computers.

Unlike the Library collection, the Internet also provides access to countless sites that are not selected or monitored by library staff. Not all information on the Internet is complete, accurate, or current. Many sites are commercial enterprises or home pages of individual Internet users. The Woodridge Public Library has no control over the material on the Internet and is not responsible for the accuracy or authenticity of information found there. The Library urges its patrons to be informed consumers and to carefully evaluate information obtained from the Internet. The Library is not responsible for loss or damages, direct or indirect, which result from a patron's use of Internet information or of one of its computers.

### **Patron Assistance and Instruction**

Staff will provide a limited amount of basic guidance to computer users; however, staff cannot provide in-depth instruction to individuals. The Library offers instruction classes for residents as well as instructional materials in the collection.

*First approved by the Woodridge Public Library Board of Trustees 6/1997; revised and approved 8/18/2010*