

Woodridge Public Library Internet Access and Computer Use Policy

Purpose

The Woodridge Public Library offers access to the Internet as part of its mission to provide the community with opportunities "to learn, enjoy, explore." The Internet augments the Library's physical collections with a wide range of subscription and free electronic resources.

Ethical and Legal Issues

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

The Library also believes that use of the Library's Internet access is a privilege. All users are expected to access and use the Internet in a lawful and responsible manner. The Library's Internet access may not be used to harass, interfere with, or disrupt other users, staff, services or equipment. Disruptions include, but are not limited to, distribution of unsolicited advertising, harassment (including sexual harassment), propagation of computer worms or viruses, and violation of federal or state laws including copyright law. Installing or modifying software on Library computers and attempting to gain unauthorized access to restricted files or networks is prohibited. Users access the Internet through Library computers and the wireless network at their own risk. The Library is not responsible for the loss or corruption of a patron's files.

Computer users are also required to follow the Library's *Computer User Agreement* which covers behavior in the Library's computer areas. Violating either the Library's *Internet Access Policy* or the *Computer User Agreement* will result in the loss of Internet access privileges through Library computers and may include legal action where appropriate.

Children who have not yet started 3rd 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. It is assumed that children will be allowed access to the computers following these rules unless their parents or guardians deny that privilege. Patrons 14 - 17 years old may sign themselves up for library cards and corresponding Internet access unless a parent or guardian specifies their child is not allowed that access.

Use of the library's Internet access is free, but there are charges for printing.

Information Resources

Database subscriptions and Library links to other sites are selected using the same selection criteria used to choose materials in the collection. The Library licenses remote access to selected reference databases to provide residents access to resources, both at the Library itself as well as from outside the Library through home or work computers.

The Woodridge Public Library is not responsible for the accuracy or authenticity of information found on the Internet and urges patrons to be informed consumers who carefully evaluate information obtained from it. 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. The Library offers instruction classes for residents on computer programs and usage as well as provides instructional materials in the collection.

First approved by the Woodridge Public Library Board of Trustees 6/1997; revised 8/18/2010; revised 3/19/2014.