

Public Library Internet Use Policy

1. Purpose and Mission

The Public Library provides access to the internet as part of its mission to **support lifelong learning, literacy, and community engagement**.

Internet access enhances the library's role as an information center by offering patrons the opportunity to explore a wide range of ideas and resources beyond the library's physical collection.

The library supports the principles of the **American Library Association's Library Bill of Rights**, affirming that libraries should provide materials and information presenting all points of view on current and historical issues.

Use of the library's internet and computer resources constitutes acceptance of the terms outlined in this policy.

2. Access and Availability

- Internet access is available to **all registered library patrons in good standing**.
- Visitors may request a **guest pass** for temporary access.
- The library provides **public computers and wireless internet (Wi-Fi)** during regular operating hours.
- Use of public computers may be subject to **time limits** to ensure equitable access for all patrons.
- The library does not guarantee **uninterrupted access** or **data privacy** due to the public nature of the network.

3. Acceptable Use Guidelines

Patrons are expected to use internet resources **responsibly, ethically, and in compliance with all applicable laws**.

The following activities are **strictly prohibited**:

- Accessing, displaying, or distributing **obscene or illegal material** (as defined by federal, state, or local law).
- **Harassing, threatening, or defaming** others through online activity.
- Attempting to **hack, alter, or damage** computer equipment, software, or network configurations.
- Installing or downloading unauthorized software or executable files.
- **Infringing on copyright or intellectual property** rights.

Patrons are also expected to respect the rights of others by refraining from excessive noise or behavior that disrupts other users.

4. Privacy and Security

The library respects the privacy of all users but cannot guarantee complete confidentiality when using shared computers or public Wi-Fi.

Patrons are responsible for:

- Logging out of personal accounts after use.
- Avoiding the entry of sensitive information (e.g., banking details) on public computers.
- Protecting their personal devices when connected to library Wi-Fi.

Library staff may access computer session data **only as required** to maintain systems or enforce this policy.

The library complies with all **local, state, and federal laws** related to information security and privacy.

5. Filtering and Content Access

In accordance with the **Children's Internet Protection Act (CIPA)**, the library employs filtering software to block visual depictions of material deemed obscene or harmful to minors on library-owned computers.

- Filters are applied to all public computers used by children and teens.
- Adult patrons (age 17 and older) may request that filtering be disabled for bona fide research or other lawful purposes.
- While filters reduce access to inappropriate material, no technology can block all objectionable content.

The library seeks to balance **intellectual freedom** with its responsibility to provide a safe and welcoming environment for all patrons.

6. Children and Internet Use

Parents and legal guardians are **responsible for monitoring and guiding their children's internet use**.

Library staff cannot act in place of parents and are not able to supervise individual online sessions.

To support families, the library provides:

- **Filtered youth computers** and age-appropriate resources.

Children under age 8 must be accompanied by a parent or caregiver when using public computers.

7. Staff Assistance

Library staff will assist patrons with the basic use of computers and internet resources as time allows.

Staff cannot complete online transactions or enter personal information on behalf of patrons.

The library may offer **digital literacy classes or workshops** to help patrons learn safe and effective internet use.

8. Enforcement and Consequences

Failure to comply with this policy may result in:

- Temporary or permanent **suspension of computer or internet privileges**.
- **Revocation of library privileges** for repeated or severe violations.
- **Notification of law enforcement authorities** in cases involving illegal activity.

Enforcement of this policy will be conducted **fairly, consistently, and respectfully**, in alignment with the library's Code of Conduct.

9. Liability Disclaimer

The library assumes **no responsibility** for:

- Damage to personal devices, files, or data arising from use of library computers or networks.
- Accuracy, reliability, or legality of content obtained through the internet.
- Consequences of patron use of library-provided online services.

Use of library internet resources is **at the patron's own risk**.

10. Policy Review and Approval

This Internet Use Policy will be reviewed **every four years** or as necessary to reflect changes in technology, law, or community needs.

Approved by: Library Board of Trustees

Date Adopted: [Insert Date]

Next Review Date: [Insert Date]

