**Park Hills Public Library**

**Internet Use Policy and Computer Guidelines**

**(Form 100)**

**The Park Hills Public Library responds to the changing needs of our community whenever possible. This commitment to community needs has prompted the Park Hills Public Library to offer internet access to our patrons.**

**Library computers and wireless access to the internet are available for informational, educational and recreational purposes.**

**Users must understand that Library computers are made available for public access and privacy cannot be protected.**

**The Park Hills Public Library reserves the right to restrict access to materials deemed inappropriate for a public library. No liability for content is accepted by the Park Hills Public Library, or anyone associated with the Library.**

**Patrons to the Park Hills Public Library should be aware that internet contents available through the Library computers may be restricted by filters employed in compliance with the Children’s Internet Protection Act. Adult access circumventing filters may be requested of the librarian for research purposes only.**

**Users must use the internet at their own risk. The Library is not responsible for information that is inaccurate or that you or your family may find offensive.**

**As with all Library resources, the Park Hills Public Library supports it is the right and responsibility of the parent/ guardian, not Library staff, to determine and monitor their minor children’s use of the Internet. Minors are defined in this policy as those under the age of 18 years. Parents/Guardians must complete a Parental Consent Form to allow internet access for their minor child.**

**Each patron must have a signed Limitation of Liability Form on file before using Library computers or the Library’s wireless connection.**

**Any additions or changes to this policy will be made with the approval of the Park Hills Public Library Board of Trustees.**

**The user’s access to the Library’s computer network and internet access is a privilege, not a right. Failure to comply with this policy and its procedures will result in forfeiture of the user’ right to access these computers and internet, and may result in loss of other privileges.**

**Guidelines for Library Computer/Internet Access**

**You must have a valid library card. (Current information, no overdue books, fines or fees)**

**A one-time guest pass will be issued to visitors. A Computer Services User and Waiver of Liability Form must be signed, and a copy will be made of the visitor’s photo ID .**

**You must know how to use a computer. Patrons having difficulty may receive limited help from library staff, depending on staff time availability.**

**User’s must sign a daily log sheet. Failure to sign-in completely may result in early termination of the internet session.**

**The Library will regulate a user’s internet use for length of time in order to insure equal opportunity for access for everyone. User’s are limited to a 1 hour, 1 time a day internet session on Library computers. The user, or parent of a minor, are responsible for his or her internet session at all times. Extensions of time may be granted at the librarian’s discretion.**

**Internet sessions may be limited to less than 1 hour during high use periods.**

**Children ages 6-12 years must have a parent/guardian present while accessing the internet and have a signed Youth Computer Services User and Waiver of Liability Form on file.**

**Youth ages 13-17 years must have a parent/guardian signed Youth Computer Services User and Liability Waiver Form on file.**

**USB devices may be used on designated Library computers, contact Library staff for assistance.**

**The Library is not responsible for damage to user’s USB devices, computers, or for loss of data, damage or liability that may occur from using the Library’s computers or internet connection.**

**Wireless internet access is offered by the Library. Patron’s requesting access to this service must first set-up an account with the Library with an access password. This password is to be used only by the person setting up this account. Photo ID must be presented in the event of password retrieval. Any patron caught accessing the Library wireless signal outside of the building will have their account deleted.**

**A fee of $1.00 will be charged for a single-use guest pass to be issued to visitors requesting access to the library wireless network. A Computer Services User and Waiver of Liability Form must be signed and a copy of the visitors photo ID will be made. This account will be deleted at the completion of the wireless session.**

**Only (1) acceptable device is allowed per visit on the Library’s wireless network. User’s must sign-in on a daily log sheet. Wireless sessions generally are not times, but may be during times of peak usage.**

**Patron’s may use personal laptop computers in the library and may plug them in to available electrical outlets. Cords must not pose a safety hazard. A charging station is available for tablets and other devices.**

**You may print small files. The cost for printing is $.25 per for black and white. $.50 per page for color. You must pay for all copies printed. If you have any questions, please ask Library staff for assistance.**

**If you switch computers for any reason , you must sign –in again on the computer log sheet.**

**Examples of Unacceptable Use**

* **Saving files on the Library’s computer hard drive.**
* **Installing software on the Library computer.**
* **Customizing the computers operating systems in any way (changing screen savers, deleting hardware and software configurations, etc.)**
* **Uses that violate the law or encourage others to violate the law. (Ex. Offering for sale or use any substance the possession or use of which is prohibited by law.)**
* **Transmitting offensive or harassing messages.**
* **Accessing sexually explicit, offensive, or pornographic images.**
* **Violating copyright laws.**
* **Uses that compromise the safety and security of minors when using email, all forms of social media, and other forms of direct electronic communications. Minors under the age of 18 should not give out private information about themselves or others, or arrange a face-to-face meeting with someone the minor has “met” on the Library’s computer network or internet connection without parent/guardian permission.**
* **Using the Library computers for commercial or personal profit.**
* **Knowingly introducing a computer virus or other destructive program.**
* **Participating in “hacking” activities or any form of unauthorized access to other computers, networks, or information systems**
* **Damaging equipment.**
* **Turning off or shutting down computers.**

* **No person may use the Library’s computers or internet connection to violate any local, state, or federal law.**
* **Violations of these guidelines will result in restrictions on Library computer or wireless use. Illegal use of the internet or damage to equipment, may also be subject to prosecution.**
* **The Library reserves the right to terminate an internet session that disrupts library services or patrons, or involves behavior that violates the Library’s Policies. Persons causing a disturbance will be asked to leave by Library Staff .**
* **The Park Hills Public Library staff has the authority to revoke computer or wireless privileges for any person engaging in unacceptable behavior.**

**Approved by the Park Hills Public Library Board of Trustees, January 26, 2016**