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## Policy on Use of Public-Access Computers and Acceptable Use of the Internet

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### A. **Preamble: Statement of Philosophy, Scope, and Purpose**

1. In part, the “mission of the Batavia Public Library is to provide and ensure access to materials and services to meet the lifelong learning needs of residents and organizations.”<sup>1</sup>
2. Pursuant to this mission, the Batavia Public Library (“Library”) offers access to the Internet, including Wi-Fi, as well as public-access computers, for all ages.
3. The Library provides access to the Internet and encourages its use to enhance the level of services and resources available to its community in accordance with its Mission. The Library does not offer access to the Internet as a substitute for other information sources, but as an additional choice among the diverse resources available. The Internet links individuals to the wider world of information exchange that has become a common medium of shared knowledge.
4. As a conscientious steward of community resources, the Library endeavors to be as user-friendly as possible while protecting its fiscal assets.
5. Further, the Library strives to treat all Library users in a fair, consistent, and equitable manner.

### B. **Definitions:** As used in this Policy:—

1. The term “Library” means the Batavia Public Library.
2. The term “minor” means, as defined by Illinois law, “a person who has not attained the age of 18 years” [755 ILCS 5 / 11-1].
3. The term “non-resident” means an individual whose principal residence is outside the territory of the Batavia Public Library District.

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<sup>1</sup>STATEMENT OF MISSION: The mission of the Batavia Public Library is to provide and ensure access to materials and services to meet the lifelong learning needs of residents and organizations, as well as to create a welcoming place to gather, exchange ideas, and participate in cultural events.

4. The term “non-resident student” means a student currently enrolled in any school in Batavia Unified School District # 101 whose principal residence is outside the territory of the Batavia Public Library District.
5. The term “parents and legal guardians” means a parent, legal guardian, or person in loco parentis.

C. **Use of Public-Access Computers**

1. **Types of Public-Access Computers:—**

a. **Internet Stations:—**

- (1) Internet Stations provide access to the Internet and are intended for longer work sessions (60+ minutes).
- (2) Internet Stations are available to residents and non-resident students free of charge and to non-residents for a fee, as described in the “Policy on Fines and Fees,” q.v., the current version of which is incorporated herein by reference.

b. **Express Stations:—**

- (1) Express Stations provide access to the Internet and, as the name suggests, are intended for shorter work sessions.
- (2) Express Stations are available to all users free of charge, as described in the “Policy on Fines and Fees,” q.v., the current version of which is incorporated herein by reference.

c. **Special-Purpose Stations**, of which there are several types, which are subject to change from time to time:—

- (1) **Productivity Stations** provide access to selected productivity software packages (such as Microsoft Office products), but no access to the Internet.
- (2) **Gaming Stations and iPads** (Youth Services)
- (3) **Catalog Stations**, which are located throughout the Library, provide access to the Library’s shared online public-access catalog (OPAC) and selected electronic resources.

2. **Security Issues:** On public-access computers:—

- a. The Library reserves the right to restrict the use of personal, portable storage devices, including but not limited to CDs, DVDs, flash memory, microdrives, and hard drives.
- b. The Library reserves the right to restrict the use of personal software.

3. **Responsibility in Relation to Public-Access Computers:—**

a. **In General:—**

- (1) Patrons using public-access computers shall act in a responsible manner that protects the shared resources of the community.

- (2) Patrons using public-access computers shall respect the rights, dignity, privacy, and convenience of other individuals.

**b. Service to Minor Children:—**

- (1) Parents and legal guardians are responsible for supervising their minor children's use of public-access computers at the Library. The Library urges parents and legal guardians, from the beginning, to take an active interest in their children's use of the Library and to guide their children as they deem best.
- (2) Parents or legal guardians have the option of restricting their minor children from accessing public-access computers owned by the Library. This option does not apply to the use of Catalog Stations.

**D. Acceptable Use of the Internet**

1. **The Internet:** Access to the Internet connects the Library to the global community.
  - a. The content of the Internet is not regulated or managed by traditional rules or laws of a single entity.
  - b. The Library does not, and cannot, control the information available on the Internet.
  - c. Information found on the Internet should be carefully evaluated for its reliability, accuracy, and currency. Library staff members are available to assist users with their Internet information needs.
  - d. Users should be aware that an online Internet session can be viewed easily and heard by others.
2. **Wi-Fi:** In addition to traditional access to the Internet access, the Library provides high-speed wireless fidelity (Wi-Fi) access to the Internet that is open to all visitors with a wireless-enabled device.
  - a. The Library provides access to its Wi-Fi network free of charge.
  - b. Users are not required to provide authentication (special encryption settings, user names, or passwords) to use the Wi-Fi network.
  - c. Parents and legal guardians are responsible for supervising their minor children's access to the Wi-Fi network at the Library.
  - d. Users are responsible for knowing how to configure their own equipment. Library staff members are permitted to provide general information for connecting devices to the wireless network, but are prohibited from providing technical assistance with wireless-enabled devices, including troubleshooting problems or assisting in making changes to device's network settings or hardware configurations, based on insurance liability and warranty issues.
3. **Responsibility in Relation to the Internet:—**
  - a. **In General:—**
    - (1) Patrons using the Internet shall act in a responsible manner that protects the shared resources of the community.

- (2) Patrons using the Internet shall respect the rights, dignity, privacy, and convenience of other individuals.
- (3) Access to sites on the Internet that are obscene, child pornography, or harmful to minors is prohibited.

**b. Service to Minor Children:—**

- (1) Parents and legal guardians are responsible for supervising their minor children's use of the Internet at the Library. The Library urges parents and legal guardians, from the beginning, to take an active interest in their children's use of the Library and to guide their children as they deem best.
- (2) Parents or legal guardians have the option of restricting their minor children from accessing the Internet on public-access computers owned by the Library. This option does not apply to the use of personal computers, mobile telephones, and other personal devices or gadgets, regardless of type—including but not limited to notebooks, laptops, personal digital assistants (PDAs), or tablets—to access the Wi-Fi network.
- (3) Parents and legal guardians are responsible for supervising their minor children's access to the Wi-Fi network at the Library.
- (4) The Library is not required to comply with the provisions of the Children's Internet Protection Act (CIPA), yet offers advice and assistance to its patrons on the safe use of the Internet. (For more information on CIPA, please refer to the Library guide on this topic.)

**4. Disclaimer:** The Library disclaims any liability or responsibility arising from access to the Internet or use of information obtained through the Internet, or any consequences thereof.

- a. The Library is not responsible for Internet content or its form of presentation.
- b. The Library cannot guarantee the confidentiality of communications or transactions made on the Internet.
- c. The Library is not responsible for the security of users' data. Users who are transferring confidential information — including but not limited to passwords, credit card numbers, online banking information, and health data — are strongly encouraged to use secure web sites (SSL) or other techniques (SSH, VPN) to safeguard their confidentiality.
- d. The Library is not responsible for any direct or indirect damages or charges incurred as a result of using the Internet at the Library.

**E. Responsibility in General**

1. U.S. copyright laws govern unauthorized use or distribution of copyrighted materials. Users may not copy or distribute software or other electronic materials without the express permission of the copyright owners except as permitted by Fair Use regulations.

2. Activities that compromise the security, efficiency, or condition of the Library's computer resources are prohibited.
3. Patrons using the Library's computer resources, including but not limited to public-access computers, Wi-Fi, and the Internet, must comply with all applicable municipal, Illinois, and Federal laws and regulations and all Library policies.
4. Any attempt to break into or gain unauthorized access to any computers or systems using the Library's computer resources, including the Wi-Fi network, is prohibited.
5. Failure or refusal to comply with the provisions and requirements of this Policy will result in disciplinary action up to and including the loss of public-access computer, Internet, or Library privileges, or other consequences as described in the "Policy on Conduct," q.v., the current version of which is incorporated herein by reference.

F. **Administrative Rules and Regulations**

1. **Assistance:** The Library will establish procedures to assist patrons in the use of the Internet and to maximize the availability of public-access computers.
2. **Administrative Rules and Regulations:** Employees designated by the Library Director are authorized to prepare (and edit or otherwise modify from time to time as may be needed) standard operating procedures regarding acceptable use of the Internet and use of public-access computers, including but not limited to time limits per session, which are not inconsistent with this Policy.
3. **Notice:** The Library reserves the right to change its standard operating procedures at any time, without notice. This Policy is subject to change at any time by action of the Board of Library Trustees.

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**Approval History:**—

- Supersedes the "Policy on Computer and Equipment Use," which was originally adopted by the Board of Library Trustees on Tuesday, 21 November 2000; repealed on Tuesday, 18 April 2017
- Supersedes the "Policy on Acceptable Use of the Internet," which was originally adopted by the Board of Library Trustees on Tuesday, 17 May 2005 (Resolution 2005-006); repealed on Tuesday, 18 April 2017
- "Policy on Use of Public-Access Computers and Acceptable Use of the Internet" adopted by the Board of Library Trustees on Tuesday, 18 April 2017 (Resolution 2017-004)