

# **Carol Stream Public Library Technology Resources Policy**

(Approved 8/19/15)

The Carol Stream Public Library provides access to the Internet and other technology to be used to: learn about the technology; obtain information; create content; communicate with others; and carry out other appropriate tasks. All library equipment is the property and responsibility of the Carol Stream Public Library.

The purpose of this policy is to define appropriate use of the technology resources at the Carol Stream Public Library by library users and includes technology and resources accessed with equipment in the Library, loaned by the Library and/or via the Library's wireless internet connection.

Wireless Internet access is available throughout the Library building, to users who have the necessary devices and software, via an open, unsecured network.

**Use of the Library's computer and Internet access constitutes acceptance and agreement of this Policy by a User.**

## **Responsible Use**

Library technology users must use the Library's technology resources responsibly. Reliable and safe access to the Library's technology resources requires that users accept their responsibilities to behave in ways that protect the community, and by so doing they also preserve their own access.

**Use of the Library's technology resources shall be guided by the following principles:**

- Patrons may not use the library's facilities, including but not limited to its computers and Internet connections, for any activity prohibited by federal, state or local law, or any activity which violates copyright laws or license agreements.
- Users must be sensitive to others when accessing potentially controversial information and images. Some Internet sites are inappropriate for viewing in a public setting. Users shall not develop or utilize programs that compromise the security and functioning of the Library and any other computer networks, systems or hardware; or harass, libel, or slander others.
- Users shall not invade the privacy of an individual or interfere with the work of others;
- Users may not represent themselves as other persons;
- Patrons are expected to abide by policies regarding food, drink, and behavior as outlined in the Carol Stream Public Library's Code of Conduct and Policy Governing Public Behavior.

**Use of the internet workstations requires one of the following:**

- A valid CSPL library account according to the Policy on Library Accounts,

- A valid library account at another public library that has been registered at CSPL, or
- A guest pass from the Computer Help Desk.

### **Access by Minors**

Parents or legal guardians, not Library staff, are solely responsible for monitoring which Internet or other technology resources are appropriate for their own children. It is the responsibility of parents to warn their children of the inherent dangers of disclosing or disseminating personally identifiable information.

Minors, 7 years of age and under, must be under the direct supervision of their parent or legal guardian when using any Library computers.

Use of the Internet computers is limited to the workstations in the Youth Services Department for minors between the ages of 8 – 13 years, unless accompanied by a parent or legal guardian.

### **Filtering**

As required by the Children’s Internet Protection Act (“CIPA”), the Library has implemented content filtering on the public Internet station(s) in the Youth Services Department in an effort to minimize access to visual depictions of obscenity, child pornography, and, in the case of persons under the age of 17 years, materials that are “harmful to minors.” Use of this software is not a guarantee that all sites considered objectionable have been filtered.

### **Users Should be Aware:**

- The Library does not monitor, nor have control over, the information available through the Internet, and the Library cannot be held responsible for the content of, or information accessed through, the Internet.
- No person shall use the Library’s internet connection in such a manner that any pictures, graphics, documents, or images which are patently offensive by current community standards can be viewed by any other person. The Library has the right to end an Internet session when such material is displayed or printed.

### **Sanctions**

Unacceptable use of the Library’s Internet connection will result in the suspension or revocation of Internet privileges and may result in the loss of other Library privileges as well. Illegal acts involving Library computer stations and Internet use may also be subject to prosecution by local, state, or federal authorities. Use of the Library’s Internet connection can be traced to individual users, subject to the Library Records Confidentiality Act. (75 ILCS 70/1 et. Seq.).

### **Downloading**

Patrons wishing to save their work must provide their own removable data storage device. If the patron does not have a data storage device, the Library may have data storage devices available to purchase. No work may be saved to the hard drive.

**Grievance Procedures:**

Any redress for grievance regarding any actions taken by Library staff to enforce the Policy must be submitted in writing to the Director. The Director shall respond in writing to this grievance. If the patron does not accept the Director's response to the written grievance, the patron may submit a written redress for grievance to the Board of Library Trustees. The Board of Library Trustees shall review this grievance and provide a written response. The Board's decision shall be final.

**Indemnification by Users**

All users agree to defend, indemnify, and hold the Library harmless from any liability or expense, including attorney fees, resulting from use of the Library's technology resources by the user or caused by the user.

**Limitation of Liability**

IN NO EVENT SHALL THE LIBRARY BE RESPONSIBLE OR LIABLE FOR ANY INJURY, LOSS OR DAMAGE TO USERS OF LIBRARY TECHNOLOGY RESOURCES, WHETHER SUCH DAMAGES ARE DIRECT OR INDIRECT, INCLUDING WITHOUT LIMITATION DAMAGE TO A USER'S PERSONAL EQUIPMENT, SOFTWARE, OR DATA, OR LOSS OR INVASION OF THE USER'S PRIVACY IN THE USER'S COMPUTER ACCOUNTS, PROGRAMS, OR FILES, AND REGARDLESS OF WHETHER SUCH DAMAGE OR INJURY RESULTS FROM AN ACT OR OMISSION OF THE LIBRARY OR ITS PERSONNEL ARISING FROM USE OF THE LIBRARY COMPUTER STATION OR INTERNET CONNECTION.

**The Library reserves the right to revise these policies at any time. All revisions will be posted in the Library. The user is responsible for staying informed of any and all revisions. Any grievances will be addressed according to the policies identified herein.**