

Internet and Computer Use Policy

The Coloma Public Library provides direct access to the Internet, library catalogs, databases, and other electronic resources through public access computers as well as its wireless networks.

The Internet is an unregulated medium that allows access to materials that can be personally, professionally and culturally enriching to individuals of all ages. However, it also enables access to material that might be offensive, illegal, inaccurate, or incomplete. The Coloma Public Library does not filter content, does not endorse viewpoints, or vouch for accuracy of information obtained through the Internet. The Library's policies governing the purchase of physical materials are not applicable to materials accessed electronically.

The Library assumes no responsibility, and will have no liability for any damages arising from the use of its database server, wireless networks, or from use of its electronic resources, or those obtained via the Internet.

Who May Use

Adults

Coloma Public Library public access computers may be accessed by adults who are complying with Library policies including the Code of Conduct.

Minors

Responsibility for a minor's usage of computer equipment and the Internet rests solely with the minor's parent(s) or guardian(s), though Library staff may intervene in cases where the minor is violating policies or procedures. The Library does not have a legal right or burden of responsibility to act in the place of the parent (in loco parentis). Parents are encouraged to work closely with their children.

User responsibility

Patrons are encouraged to evaluate the validity and appropriateness of information accessed via the Internet. Patrons accept responsibility for choosing which electronic resources they will access.

The Library supports patron rights to privacy within the limits of conducting activities in a public building and as permissible by law. Because Internet security can be technically difficult to achieve or guarantee, patrons should be aware that electronic communications and files could become public. The Library will not be responsible for any personal information a patron posts or transmits.

The Library employs the use of security software to help safeguard patrons from unauthorized accesses to their personal accounts. However, software is not infallible. As a best practice, patrons are recommended to reboot public access computer stations at the end of each session.

Patron-owned devices

Patrons may bring their own laptop or other electronic equipment for use in the Library, with the understanding that they will follow the guidelines in this policy.

The Library will not be responsible for damage or theft of personal equipment. Electric outlets are located in many areas, and will be used at an owner's own risk.

Time Limits

Use of the public access computers is first-come, first-served. Patrons may use computers during open hours, but may be limited to one-hour sessions when other patrons are waiting for access. Public access computers may be occasionally inaccessible for short periods of time for routine maintenance.

Assistance

The Coloma Public Library provides access to computers as a vital service for the public. However, due to staffing limitations, patrons need to be able to work independently with some degree of computer literacy. Coloma Library staff will offer basic computer assistance as well as Internet reference, though cannot

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promise to provide extended, highly specialized assistance. Every effort will be made to provide access to suitable information and resources.

For patrons who need more detailed instruction on how to access the Internet or how to use a computer, staff will point patrons to training materials in the collection as well as online. Patrons shall assume the responsibility of learning to use the equipment and resources made available to them by the library.

Accessibility

The Library's public access computers have Windows 10 operating system with 'Ease of Access' settings available. Patrons who may need accessibility functions, can have text enlarged as well as closed captioning and other options. Staff will assist patrons with inputting setting changes as needed.

Acceptable Use

It is unacceptable to use Library computers and Internet resources for any purposes that violate the law or Coloma Public Library policies.

Patrons in violation of this policy may lose library privileges as described in the Code of Conduct.

Inappropriate library behavior includes, but is not limited to, the following:

- Viewing content that violates federal, state, or local laws or regulations, including those regarding accessing, viewing, printing, and distributing obscenity or child pornography.
- Using computers to gain access to the Library's internal network or computer system or to any other restricted network or computer system.
- Using computer accounts, access codes, or network identification numbers without authorized permission.
- Violating copyright laws or licensing agreements pertaining to software, files, or other resources obtained electronically.
- Violating another user's privacy.
- Attempting to alter software configurations or to cause degradation of system performance.
- Engaging in any activity which is deliberately and maliciously offensive, libelous, or slanderous.
- Disrupting or interfering with network users or services. Such interference or disruption includes, but is not limited to: distribution of unsolicited advertising, harassment of others, propagation of computer worms or viruses, randomly initiating interactive electronic communications, or overuse of interactive network utilities.
- Tampering with, destroying or damaging equipment, software, or data belonging to the library.

Staff Authority: The library reserves the right to modify software programs and files in order to maintain the integrity of the computer system.

No policy can cover every situation that may occur; however, Library staff have the authority to make reasonable requests to which patrons must comply. Library staff will work to ensure that fair and reasonable access to the Internet is available to all users. However, the Library reserves the right for staff to terminate computer sessions that are disruptive to Library service.

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