

LA GRANGE PARK PUBLIC LIBRARY

PUBLIC ACCESS COMPUTER POLICY

As part of its mission to provide materials and services to assist community residents in meeting their informational, cultural, recreational, educational, and civic needs, the La Grange Park Public Library provides internet access and access to productivity software for the public, as well as access to the Internet wirelessly.

The La Grange Park Public Library is responsible only for the content on those pages pertaining specifically to and controlled by the Library. The Library does not monitor, and has no control over the information accessed through the internet and cannot be held responsible for its content. Patrons use the internet at their own discretion. The USA PATRIOT Act permits the FBI to compel production of library internet use records.

It is the responsibility of parents or guardians to accompany and supervise children aged 8 and under.

There is no charge for using the Library's public access computers. Patrons must provide their own email accounts.

REGISTRATION:

A patron with a valid library card who is over the legal age (18) must read and accept this policy in order to use the Library's public access computers. A copy of this policy will be provided before a user's reserved time begins. A parent or guardian's signature on a user's agreement form is required for all users under the legal age (18). **Users' agreements must be signed in person in front of a Library staff member.**

RULES:

Users may use the PC Reservation software to lock their computers for a period up to ten minutes. If a computer is idle for more than ten minutes, reserved time will be lost.

Adopted: 7/98

Reviewed:

Revised: 4/00, 9/04, 11/05, 8/06, 4/08, 7/12, 11/13

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RESERVATIONS:

La Grange Park residents as well as non-residents may reserve computer time by phone or in person up to one week in advance at the Circulation Desk or the Children's Department Desk, depending on which computer is to be used. Patrons with valid library cards may also make reservations for up to one week in advance at the reservation station computer. Patrons without valid library cards must make reservations at the Circulation or Children's Department Desks.

Reservation times will be held for 10 minutes. After this time, the PC Reservation software will cancel the reservation and the computer will be available to anyone requesting usage of the computers.

Two express computers are offered for patrons to check email or use the internet for fifteen minutes. No sign-up is necessary for this computer.

Time may only be used by the individual who made the reservation. Time may not be traded or given to another person.

If a user's reserved time is over and additional time has not been granted by the PC Reservation software, the PC Reservation software will automatically close all programs on the computer. Warnings will be given to the patron regarding this.

The PC Reservation software will not allow patrons to reserve time extending to after the Library closes. Depending on the time, patrons will either be offered shorter reservations or denied reservations altogether.

The PC Reservation server and software act as the official timepiece for all computer reservations.

PUBLIC USE LAPTOPS:

Public use laptops are available for use by La Grange Park residents and non-residents who are 18 and over or have a parent or guardian's signature on a computer user's agreement form. These laptops may only be used in the Library and are available from the Circulation Desk. They may not leave the building or be used in Library restrooms.

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Laptops may be checked out with library cards for 90 minutes. If no other patrons are waiting to use the laptops, this time may be extended by Library staff for an additional 90 minutes or by the PC Reservation software for up to 90 minutes, given in 15 minute increments. Patrons may use the laptops for up to 4 1/2 hours per day.

For patrons without library cards, an ID (driver's license, state or school ID card) must be left at the Circulation Desk while the computer is in use.

TEEN LAPTOPS:

Laptops are available for La Grange Park residents as well as non-residents, ages 12-19. These computers may be used on the 2nd floor of the Library, and are available from the Adult Services staff at the Reference Desk on a first come, first served basis. Advance reservations are not allowed, and time limits are left to the discretion of the Adult Services staff.

Internet access on these computers is unfiltered.

CHARGES FOR PRINTOUTS:

Charges for printouts: **(these charges apply even if you provide your own paper.)**

Printouts (copies black & white)	\$0.10 each
Printouts (copies in color)	\$0.50 each

Users must manually select the printer labeled "Color Printer" if they wish to print in color. The total expected charge for each print job will display on the computer screen. Print jobs must be paid for at the Print Release Station using Library debit cards. Unwanted print jobs may be deleted or will expire after a period of three hours.

Reference Questions:

There will be no charge for printouts when the internet is used with a Library staff member to answer a question.

STAFF ASSISTANCE:

Patrons are expected to have a basic understanding of how to access the internet and use productivity software. The staff will attempt to assist patrons as time permits, but we cannot provide on-the-spot, in depth training. Books and periodicals about the internet and general computing are available. The Library offers computer training through classes.

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CAUTIONS:

Use of the computers is a privilege, not a right, and inappropriate use will result in a cancellation of this privilege. Examples of inappropriate use include, but are not limited to, the following:

Unauthorized tampering with computer hardware or software.

Violating software license agreements and copyright law, including on software downloaded or installed by patrons

Violating another user's privacy

Displaying sexually suggestive pictures or objects, as defined by Section 11-20 of the Illinois Criminal Code (720 ILCS 5), could be in violation of state and federal obscenity laws.

Illegal acts involving computing resources may also be subject to prosecution by local, state, or federal authorities.

DATA STORAGE:

Data stored on computer hard disks will not be saved. Options for saving data files include, but are not limited to: storage via email or other internet service, CD-Rs, and USB storage devices. The Library is not responsible for lost data.

WIRELESS INTERNET ACCESS:

The Library offers wireless internet access for patrons with properly-equipped computers and other devices. More information on accessing this service is available. This wireless network may not be used in any way that violates the terms of appropriate use as set forth in this policy.

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