



COMPUTER AND PRINTING POLICY

Purpose

The La Grange Park Public Library provides the public with internet enabled computer equipment as well as wireless internet for visitors using their own devices. This policy provides basic requirements for individual internet usage and regulations for use of library technology equipment.

The library affirms the ALA Bill of Rights which demands equal access to library service for all individuals, including the use of library equipment and internet.

Visitors use the internet at their own discretion. The La Grange Park Public Library is responsible only for the content on web pages pertaining specifically to and controlled by the library. The wireless network may not be used in any way that violates the terms of appropriate use as set forth in this policy. The USA PATRIOT Act permits the FBI to compel production of library internet use records.

Equipment for Public Use

Librarians cannot act in place of parents in providing supervision of children and teens as they explore the internet. It is the responsibility of parents or guardians to supervise their children while using the computer. Parents are expected to monitor, supervise, and guide their children's use of the internet. The library cannot be responsible for content accessed using library equipment. The following equipment is available for public use.

- **Express computers** are offered for patrons for up to fifteen minutes of use. No reservation is necessary for these computers.
- **Public laptop computers** are available at the Reference Desk. They may not leave the building. Laptops may be borrowed for 180 minutes. If no other patrons are waiting to use the laptops, this time may be extended by library staff or by the reservation software.
- **Children** may use the computers on the lower level any time during open hours by visiting the Children's Desk for access. The library filters the computers in the Children's Department. Adults will not be given access to children's computer equipment except to supervise a child who is using a computer.
- **Young Adult desktops** are available for patrons ages 12-18. These computers are located in the Young Adult Department. Reservations may be made at the Circulation Desk. Internet access on these computers is unfiltered. Adults will not be given access to Young Adult computer equipment.
- **Chromebooks** for checkout are available at the Reference Desk. A library card is required and they may be borrowed for up to 2 weeks.

Charges

There is no charge for using the library's public access computers. There are no charges for printouts, copies, scans, or faxes. A box for freewill donations is available by the printer/copier.

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, and USB storage devices. The library is not responsible for lost data.

Staff Assistance

Staff will be glad to assist patrons with their computer needs as time permits. In-depth training is available by arrangement with the Adult Services staff. Books and periodicals about the internet and general computing are available. The library offers computer training classes throughout the year.

**Violations**

The library does not tolerate inappropriate use of the internet or computer equipment. Violations of this policy will result in cancellation of computer privileges. 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.