



Policy Manual

PUBLIC

P10: Computer Use

1. General Statement

In furtherance of Novi Public Library's mission to support the educational, cultural, informational and recreational needs of its diverse community, public access to computers, electronic equipment and the Internet are provided. Library computers for public use are accessible via a valid Library card or computer guest pass issued by Library staff. Patrons are welcome to use their own equipment to access the Internet wirelessly. The Internet offers global access to data, news, information and entertainment. The information available through the Internet changes rapidly and unpredictably. The Library does not filter materials that are available through the Internet, with the following exceptions:

- A. The access of Minors (defined as patrons under the age of 18) is filtered to block sites that are obscene, child pornography, or contain sexually explicit material that is harmful to Minors in accordance with Section 6 of the Michigan Library Privacy Act (PA 212 of the Public Acts of 2000) and the Children's Internet Protection Act (CIPA).
- B. Internet access available on the first floor computers, in the computer lab, via a guest pass, and all walk-up terminals will be filtered to block-sites that are obscene, child pornography, or contain sexually explicit material that is harmful to Minors.
- C. The Library uses software to block sites that spread viruses, malware, spyware or programs that will damage or interfere with the use of the Library's computers or network.

Parents or guardians, not the library or its staff, are ultimately responsible for monitoring their children's access to Internet content.

2. Staff Assistance

Library staff will provide the procedure necessary to access the Internet via a wireless connection, but are not responsible for any changes patrons make to their computer settings and cannot guarantee that a patron's hardware will work with the library's network. The Library shall not be responsible for the possible interception of wireless connections, viruses or malware, nor the risks of transmitting personal data.

Staff will provide assistance to patrons using the Internet connection to the extent that time and patron demands allow. The Library cannot guarantee that staff with specialized or technical knowledge about a particular application will be available to assist patrons.

3. Children and the Internet

- A. Parents and legal guardians assume responsibility for deciding what is appropriate for their children, and should discuss with their children the responsibilities of usage, including safety and security when using email and social media. The Library does not directly or remotely monitor anyone's use of the computers, including Minors. However, the Library will react to a report of inappropriate use (see (C) (vi), below).
- B. Minors must use their own library card or a guest pass when accessing the Library's electronic equipment or the Internet.
- C. In compliance with Section 6 of the Michigan Library Privacy Act (Act 212 of the Public Acts of 2000) and the Children's Internet Protection Act (CIPA), the Library provides the following system designed to prevent a Minor from viewing obscene or sexually explicit content that is harmful to Minors:
 - i) Whenever a Minor logs-on to any computer using their own library card or guest pass, the Internet will be filtered to block sites that are obscene or contain sexually explicit material that is harmful to Minors. However, this software cannot block inappropriate social media or e-mail content.
 - ii) Public Internet computers are placed in high-traffic, visible areas of the library.
 - iii) A separate area is provided for youth public Internet computers. All computers that are located in areas intended for youth use will be filtered to block sites that are deemed obscene or contain sexually explicit content that is harmful to Minors. Public computers in the first floor Youth Area are reserved for Minors and adults accompanied by a Minor.
 - iv) Materials are provided for parents/guardians regarding Internet safety for Minors.
 - v) Librarians will respond to reports of patrons viewing, printing and/or downloading content that is considered harmful to Minors by:
 - (1) Advising the patron that a report or complaint has been received.
 - (2) Informing the patron that this content may not be accessed at the Library.
 - (3) Informing the patron that failure to comply with this policy will result in eviction from the Library and a loss of Library privileges.

4. Choosing and Evaluating Sources

- A. The Library does not filter access to the Internet to adults except as noted above. Choosing access points is the responsibility of the user.
- B. The Library is not responsible for the accuracy, quality or currency of any Internet resource and shall not be liable for any resulting direct or indirect damages.
- C. Users should evaluate Internet sources just as they do print materials.

5. Acceptable Use

All users of the Library's Internet connection through library owned or patron-provided equipment are expected to use this resource in a responsible and courteous manner, and to follow all rules and procedures as established in this policy.

- A. **Lawful Use.** The Library Internet connection shall be used in a lawful manner. The Library Internet connection cannot be used for any fraudulent or unlawful purpose prohibited under any applicable federal, Michigan or local law, including but not limited to accessing material that can be classified as obscene or child pornography.
- B. **Intellectual Property.** Users must respect intellectual property rights and obey the copyright laws of the United States and all other intellectual property rights. Responsibility for any consequences of copyright infringement lies with the user. The Library expressly disclaims any liability or responsibility resulting from such use.
- C. **Use Must Not Be Harmful to Minors.** Internet users shall not permit any minor to view sexually explicit material or any other material deemed harmful to Minors.
- D. **Compliance with Rules of Conduct.** The same rules apply to the use of the Internet connection as with the use of any other Library materials. The Library has adopted Rules of Conduct (Policy P11). All patrons must comply with the Library's Rules of Conduct, which shall be posted in the Library.
- E. **Privacy.** Patrons must respect the privacy of others by not misrepresenting oneself as another patron; by not attempting to modify or gain access to files, passwords or data belonging to others; and by not seeking disallowed access to any computer system via the Internet.
- F. **Printing.** The patron using library-owned or patron-provided equipment may print to the library's printers using library provided paper and is responsible for payment of all printing charges.
- G. **Personal Software Prohibited.** Patrons shall refrain from use of personal software on Library systems or the modification of any Library operating system or network configuration.

- H. System Modifications. Patrons are not permitted to change the security setup, operating systems, the network configuration or any other configuration of any Library computer or equipment. Patrons may not install software onto any Library computer.
- I. Software Security Restrictions. Patrons may not use the Library's Internet connection to disseminate computer viruses, spyware, and malware or to otherwise hack, harm or interfere with the use of any other computer system.
- J. Purpose and Prohibited Uses. The Library's Internet resources should be used for educational, informational, and recreational purposes only.

6. Violations of Computer Use Policy

A violation of this Policy shall be deemed to be a violation of the Rules of Conduct (Policy P11) and may result in a temporary or permanent suspension of some or all of the patron's Library privileges.

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Signed:



Craig Messerknecht
President
Novi Public Library Board of Trustees