

## **Computer and Internet Access Policies**

In order to meet the informational and educational needs of our community, Crete Public Library provides access to various information resources through public Internet computers and laptops. Wireless access is provided for mobile devices. The Library also provides a document scanner for patron use.

Crete Public Library is not responsible for any of the internet's content or accuracy of information. The Internet is a global entity with a multitude of users. Library patrons should access the Internet with this in mind. Library patrons should also be aware that the Internet is not secure, and therefore it may be possible for third parties to obtain information regarding patrons' activities on the Internet. Crete Public Library, however, will not release information on public use of the Internet except as required by law.

As with our print, audio, databases and DVD collections, access to the Internet is provided to all patrons. Crete Public Library is not responsible for monitoring patron use of the Internet, regardless of age. Parents or guardians are responsible for their children's use of the Internet.

Library staff will assist patrons with basic Internet use and printing. Patrons seeking more advanced computer skills may sign up for the Library's periodic computer classes.

### Guidelines for Internet/Computer Access

- To access the Internet, patrons must have a current library card or a photo ID. Non-resident patrons who choose not to purchase a library card may be issued an Internet Use Only card without paying the Library's non-resident fee.
- Patrons must have less than \$5.00 in fines to use a computer.
- If all patron computers are utilized, the person who has been at their computer for the longest time will be asked to give up their seat if another new patron wishes to use a computer.
- Children seven (7) years and younger must be accompanied by an adult or older (12 years and older) sibling when using the Internet.
- Children aged 12 and older can use the patron computers as long as they follow Library Use Policies
- Parents and legal guardians are responsible for oversight to ensure their children's use of Internet resources is appropriate and safe.
- Printing charges (black and color) are based on current materials costs.
- Patrons who use the Internet in a disruptive manner may be asked to leave the Library for a period of time determined by the Library Director. Illegal use of the Library's computer resources will result in the loss of patron computer privileges.
- Individual users are responsible to observe relevant Federal, State, and Local law including copyright, damage to equipment and software, illegal and inappropriate (as determined by library staff) content.
- The library's public computers will shut down 30 minutes before the library's scheduled closing time.
- Data may not be stored on library owned workstations. Patrons must save their work to personal data storage devices or environments.

*Approved by the Crete City Council, 19 May 2020*