

The Grand Ledge Area District Library provides access to a broad range of information resources, including those available through the Internet. Access to the Internet, especially such sites as the Michigan Electronic Library, enables the library to expand its information services significantly.

**1. Nature of the Internet**

The Internet offers access to a wealth of information that can be personally, professionally and culturally enriching. Internet sites include useful ideas, information and opinions from around the world. However, not all sources on the Internet provide information that is accurate, complete or legal. Internet users will need to evaluate for themselves the validity of the information found.

Because the Internet is a vast and unregulated information network, it also enables access to information, ideas and commentary beyond the confines of the Library's mission, selection criteria, and collection development policies. The provision of access does not mean or imply that the Library endorses or sanctions the content or point of view of any of the information or commentary that may be found on the Internet.

The Internet may contain information that is controversial, sexually explicit or offensive. Library patrons use the Internet at their own risk. Parents or guardians of minor children are responsible for their child's use of the Internet through the Library's connection.

**2. Nature of the Public Library Setting**

Public libraries were founded on the basis of a community coming together to share resources. Because library users of all ages, backgrounds and sensibilities are using the computers, library patrons are asked to be sensitive to other's values and beliefs when accessing potentially controversial information and images.

Users are cautioned that, because security in an electronic environment such as the Internet cannot be guaranteed, all transactions, files and communications are vulnerable to unauthorized access and use.

**3. Patrons under 18 Years of Age, Public Act 212 of 2000**

In the interest of child safety on the Internet, the library provides computers with filtering software to limit children's exposure to some websites. Also, all wireless access services provided by GLADL have web filtering enabled by default. The software blocks some specific sites that could be offensive to some users. Filtering software may not block all material users might find offensive and it only has the ability to block specific websites (email, ftp, and other Internet services are not monitored). The Library urges parents and guardians to discuss Internet use with their children and to monitor their use of this educational tool.

A parent or guardian must accompany and be sitting at the computer terminal with patrons under 18 years of age wishing to have access to unfiltered Internet workstations.

#### **4. Unfiltered Access**

Patrons must be 18 years or older in order to use unfiltered workstations. Patrons may be asked to present current identification having a birth date and a picture.

#### **5. Acceptable Use**

All users of the Library's Internet connection and workstations are expected to use this resource in a responsible and courteous manner and to follow all rules and procedures as established in this policy.

Internet access may be denied to anyone who does not comply with this policy. Patrons may appeal the loss of Internet privileges to the Library Director and/or the Library Board.

#### **6. Access Procedures**

- a. Access is available on a first-come, first-served basis.
- b. Wireless Internet access is available during the library's hours of operation. Patrons can provide their own computers with wireless capabilities to take advantage of this access.
- c. The general public access workstations will be available for use during all of the hours the library is open. All workstations will be turned off 15 minutes before closing.

#### **7. Users must:**

- a. Use the Library Internet connection and workstations in a lawful manner. Workstations cannot be used for any fraudulent or unlawful purpose prohibited under any applicable federal, Michigan or local law.
- b. Respect intellectual property rights and obey the copyright laws of the United States.
- c. Not permit minor access to sexually explicit materials harmful to minors.
- d. Comply with the library's Conduct of Library Users Policy.
- e. Respect the privacy of others by not misrepresenting oneself as another user, 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. Limit use to ½ hour at a time if other patrons are waiting. If no other people are waiting, a patron may use the Internet for additional time up to a maximum of 180 minutes. Guests may use the Internet for 30 minutes to 60 minutes. The library staff will determine the availability of additional access time based on over-all user demand.

- g. Reimburse the library .10/ a page for single-sided black and white printing and .15 for double-sided black and white printing. Single-sided color printing shall be reimbursed at .25/ a page and .40 for double-sided color printing.
- h. Not damage or alter the software or hardware components of any network or database. Users are expected to make only authorized copies of copyrighted or licensed software or data. Non-library software may not be used. Personal programs, programs downloaded from the Internet, or data may not be installed on the hard drive. Patrons should save files on their own storage media (diskettes, CD's, thumb drives, etc.) Our library programs are under copyright, they are not to be copied.
- i. Follow all library time keeping and printing procedures.

### **8. Staff Assistance**

Staff may assist library users in getting started on the Internet. However, the library cannot guarantee that Internet-trained staff will be available to assist users at all times the Library is open. Because of the many different applications available on the Internet, staff may not be able to provide specialized or technical knowledge about them.

### **9. Copyright**

Users are prohibited from violating the United States Copyright law. Responsibility for any consequences of copyright infringement lies with the user or parents of users 17 years of younger. The library expressly disclaims any liability or responsibility resulting from such use.

Approved: September 13, 2000

Amended: March 12, 2003, January 12, 2005, November 9, 2011, March 13, 2013, September 25, 2013, January 22, 2014, March 26, 2014.