



## STAFF ASSISTANCE

Staff will assist library users with the Internet to the extent that trained staff are available. Internet books and manuals are available for public use. The library provides free computer training for patrons. Please see staff for information on upcoming training sessions. Patrons seeking one-on-one computer training or assistance may call the library at (269) 781-7821, ext. 2700 to arrange a time with a staff member.

## HOW TO RESERVE COMPUTER TIME

- Computer time may be reserved up to one day in advance, either in person or by calling (269) 781-7821, ext. 1000.
- Preference for computer use will be given to current library patrons who present a valid library card.
- Library visitors without a library card may request a guest pass at the Help Desk.
- Users must be 18 to use an unfiltered Internet computer or have parent/guardian with them for the entire session.
- Maximum use is two hours per day per person. If at the end of a session no one else has scheduled time, users may continue until another person requests computer access.
- Library staff will only hold a computer for up to 10 minutes after an assigned reservation time.

## COMPLIANCE WITH LIBRARY POLICY & REGULATIONS

Violation of the policies and regulations that govern the use of the library's Internet resources may result in loss of the privilege to use these resources. Illegal activity involving the library's Internet resources will be subject to prosecution by the appropriate authorities.

The Marshall District Library Board adopted an Internet Use Policy on November 9, 1998, and it was most recently reviewed and updated in January 2013.



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124 W. GREEN STREET · MARSHALL, MI 49068

269.781.7821

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# INTERNET & COMPUTER USE POLICY



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## INTERNET & COMPUTER USE POLICY

Access to the Internet is available to all patrons of the Marshall District Library. The library is making the Internet available as an informational and educational resource that supplements and expands upon the use of the printed word.

Due to PA 212 (1999), the library is mandated to filter Internet access to minors. We maintain filtered and unfiltered public Internet stations. One must be 18 years old (with proof of age) to use the unfiltered Internet stations. Persons under the age of 18 may use an unfiltered computer only if a parent or legal guardian is seated with the child at the computer for the entire session. Filtered Internet stations are reserved for persons under the age of 18.

Child safety: Parents or guardians are responsible for the Internet information selected and/or accessed by their children. Children who use the Internet unsupervised, even a filtered terminal, may be exposed to inappropriate or disturbing information and images. Parents are encouraged to discuss the use of the Internet in relation to family values and boundaries with their children and to monitor their children's use of the Internet.

The library provides a home site on its public computers pointing to a variety of quality Internet sites. However, the Internet remains a vast and unregulated information network. It enables access to ideas, information, images and commentary. Users are cautioned that ideas, points of view and images can be

found on the Internet which are controversial, divergent, and/or inflammatory.

Because of this and the fact that access points on the Internet can and do change often, rapidly and unpredictably, the library cannot protect individuals from information and images which they might find offensive, disturbing, or inaccurate.

The library assumes no responsibility for any damages, direct or indirect, arising from its connections to the Internet. The library makes no guarantee, either expressed or implied, with respect to the quality or content of the information available on the Internet. Not all of the information available via the Internet is accurate, current or complete.

There are some subjects that are found more quickly and accurately in books and magazines. Users are encouraged to be good information consumers by evaluating the validity of information accessed via the Internet.

**User Alert:** Since the library computers on which the public can access the Internet are located in public areas which must be shared by library users of all ages, backgrounds and sensibilities, individuals are asked to consider this when accessing potentially controversial information and images. Library staff cannot consistently and effectively monitor the public's use of the Internet. However, the library reserves the right to ask individuals to discontinue the display of information and images that others find offensive.

## USER RESPONSIBILITIES

All users of the Internet are expected to use this library resource in a responsible and courteous manner, which includes:

- Recognizing that the Internet must be shared and used in a manner which respects the rights of others and refrains from activity that prevents others from using it.
- Using the library's Internet resources for educational, informational and recreational purposes only.
  - Refraining from using the library's Internet resources to conduct a business or commercial enterprise, or engage in commercial activity.
  - Refraining from illegal or unethical use of the Internet.
  - Respecting intellectual property rights by making only authorized copies of copyrighted, licensed or otherwise-controlled software or data residing on the Internet.
  - Respecting 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.
  - Refraining from damaging the computers or altering the setup used to access the Internet at the library.
  - Refraining from damaging or altering software or data residing on the Internet.
  - Refraining from the transmission of threatening, harassing or abusive language and images.
  - Michigan law prohibits users from allowing minors access to sexually explicit materials harmful to minors. Internet users shall not permit any minor to view sexually explicit material or any other material deemed harmful to minors.

**CONTINUES ON BACK**