

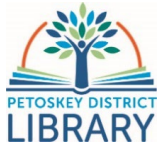
## Computer / Internet Use Policy & Guidelines

Approved: March 15, 2018

Updated: July 28, 2022

It is the policy of the Petoskey District Library to provide access to computers and software for Library patrons' use in order to allow free and equal access to information, research, and independent learning to our patrons and community. The Library staff endeavor to develop collections, resources, and services that meet the informational, recreational, educational, and independent learning needs of our diverse community. It is within this context that the Petoskey District Library offers access to the Internet and use of computers.

1. It is the policy of the Petoskey District Library to:
  - a. Prevent users over its computer network to transmit inappropriate material via the Internet, electronic mail, or other forms of direct electronic communications;
  - b. Prevent unauthorized access and other unlawful online activity;
  - c. Prevent unauthorized online disclosure, use, or dissemination of personal identification information of minors; and
  - d. Comply with the Children's Internet Protection Act [Pub. L. No. 106-554 and 47 USC 254(h)] and Michigan's Public Act 212 of 2000.
2. Library staff may monitor computer usage but has limited control over the information accessed through the Internet and cannot be held responsible for its content. Library staff may be available, to the best of their knowledge, to assist patrons with the Internet. Library patrons may encounter material that is inaccurate or that they consider offensive. Users need to be responsible information consumers, questioning the validity of the information found.
3. In accordance with the Children's Internet Protection Act of 2000 (PL 106-554), the Petoskey District Library filters Internet content coming into the Library based on staff determination of community desires. Anyone aged 17 or older may request an override of the filtering device from the Reference Desk staff, for bona fide research or other lawful purposes.
4. While patrons 17 and older are free to access whatever Internet sites they wish, the Library must also be mindful and respectful of the rights of other patrons (particularly children), by not exposing material or images (they or their guardians) may find personally unsuitable. Therefore, staff members will request that a patron remove any images or text from a workstation screen if, in the staff member's judgment, the image or text is displayed in such a way that other patrons, particularly children, cannot avoid viewing it in the course of carrying out their business in the Library. Viewing child pornography is illegal and subject to federal and state prosecution.
5. All Internet resources accessible through the Library are provided equally to all Library users. Parents or guardians are responsible for the Internet information selected and/or accessed by their children. Parents or guardians are advised to supervise their children's Internet sessions.
6. Any patron who is asked to remove an image or text from the monitor and then continues to view said image or text, will be asked to leave the facility, in violation of the Petoskey District Library Code of Conduct.



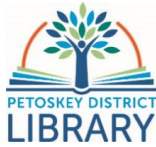
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### General Computing Guidelines

1. Use your Library card and pin to log-on to an available station. Guest passes will be issued at any Service Desk for any non-library card holder.
2. Basic computing classes are available. Please ask if assistance is needed.
3. You must first accept this computer use policy in order to log-on to any of our workstations or our Internet access. Failure to follow these guidelines is considered a breach of the Library Code of Conduct and may result in the loss of your computer and/or Library privileges.
4. Patrons may be allowed up to two log-ins per day on Library computers. If other patrons are waiting, you may be asked to shorten your time.
5. If a computer is malfunctioning, do not move to another computer. Please ask for help at the Reference Desk.
6. You may save information to a computer for use during your session. At the conclusion of your session any saved information will be automatically deleted. If you need to save work produced during your session you will need to provide your own portable storage device or email it to yourself. The Library has flash drives available at the Reference Desk for purchase.
7. You have access to a fee-based printer with black & white or color prints.
8. If sound is needed, earbuds or headphones must be used at a sound level no other patrons can hear. Earbuds are available for purchase at the Reference Desk.
9. In order to use computers and Internet in the Library, users must agree to:
  - a. comply with all applicable laws and regulations regarding copyright protected materials and software license agreements;
  - b. respect the privacy of others;
  - c. act responsibly in your use of the network and avoid actions that cause interference to the network, or the work of others;
  - d. not intentionally introduce invasive programs;
  - e. not display sites which violates others' rights.
10. These are public computers used by many people. There is risk involved when using services such as Internet banking or services where the use of a password/PIN is necessary, as this may result in access to your personal information by others. The Petoskey District Library assumes no responsibility for loss or damage done directly or indirectly to personal data or equipment. The Library also assumes no responsibility for any damage or injury arising from loss of privacy from use of its computers, wireless or other Internet connection.



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11. Laptops are available for use within the building by Library cardholders. Non-cardholders may use a mobile laptop or Chromebook once the patron provides photo ID, and that use of the equipment does not conflict with any Library programs.
12. Personal laptop computers may be used in the Library at your own risk provided the cords do not interfere with walkways or the use of the laptop does not alter the setup of any Library equipment. The Library is not responsible for personal equipment plugged into electrical outlets at PDL locations.

### General Wireless Access Guidelines

Free wireless Internet access is available for mobile devices. It is intended to be a shared resource. If you use a large amount of bandwidth, you take it from others. Be considerate.

#### Be aware:

- a. Wireless users must comply with our *Computer and Internet Policy*.
- b. Although the wireless hub is routed through our firewall, the wireless connection is less secure than a hard-wired connection. Be a savvy user! (See below)
- c. Printing may be available through the wireless hub.

#### Be a Savvy User:

The Internet is a public communications network. Public wireless networks or "hotspots" are generally not secure from your laptop to the Wireless Access Point. Wireless Internet access poses more risks to your personal information than a wired network poses, due to the nature of broadcasting over radio waves. Wireless users need to take steps to secure their personal information and machines. The Library cannot assure the safety of your data.

#### Savvy wireless users will:

- a. Not transmit any important information that may be misused such as credit card number, social security numbers, home address, passwords, etc.;
- b. Have a firewall and frequently updated anti-virus software on their personal machines;
- c. Not leave equipment unattended.