

APPROVED BY LIBRARY BOARD 11/18/02  
REVISED 1/04  
POLICY – INTERNET-PUBLIC USE  
Revised 9/19/05  
Approved by Library Board 9/19/05

## **Wheaton Public Library** **Internet Use Policy**

### **Purpose**

Public Internet access is offered in support of the library's public service mission, which is to provide information and resources to serve the needs of Wheaton residents. Internet enables the library to give access to information and resources beyond the scope of its own collections, thus providing the user with world-wide sources of information. Public Internet access is available to users subject to the limitations of space, equipment, time, personnel, and other resources.

### **Internet Acceptable Use Policy**

The Wheaton Public Library considers use of an Internet public access computer in its facility to constitute an acceptance of the library's Internet Use Policy in effect at the time of such use and an agreement to comply with the Rules and Procedures outlined in the Policy. Copies of the Rules and Procedures for Internet use are available at the main floor public access workstations, the Reference Desk, and the second floor monitor's station. In addition, copies are posted in the Internet areas. Users engaged in conduct that violates the Policy, its Rules and Procedures, may lose Internet access privileges. Illegal use of the computers may also be subject to prosecution by local, state, or federal authorities.

### **Qualifications for Internet Use**

Internet access is offered in the main floor Reference Department and in the 2<sup>nd</sup> floor Computer Room to Wheaton Public Library cardholders in good standing who are 18 years or older. Internet use is on a first-come, first-served basis.

### **Minors**

A young adult from sixth grade (approximately 12 years of age) up to age 18 who has a Wheaton library card may also have Internet access, provided a parent or guardian comes to the library to register him/her and to sign a parental permission form in which the parent/guardian accepts full responsibility for supervising the minor's use of the Internet and setting and conveying parental standards the minor should follow. Please note: Internet sites selected for children are offered in the Children's Department for those under the age of 12.

### **Non-Resident Use**

Non residents who do not have a Wheaton library card may use a 15-minute express station in the Reference area for e-mail or a quick search. Non-resident young adults in sixth grade or up may also use the express station but should be accompanied by a parent or guardian.

## **Procedures for Internet Use**

### **User must:**

- Sign the Internet Policy statement, which is kept on file.
- Sign-in before using a workstation.
- Display his/her library card while using a workstation.
- Know computer basics, including the use of a mouse. Classes are available if training is needed.
- Observe the posted time limit, which is one hour a day; the workstation will time-out after one hour, and the user should then leave.
- Abide by one person to a computer except for good reason. Example: parent or guardian desiring to monitor workstation use by a minor.

### **Other:**

- Printing is available. The charge is 10 cents per page for a black and white print and \$1.00 per page for a color print. The Wheaton Public Library is not responsible for loss of data that may occur when printing.
- User may bring a personal disk to save files or disks may be purchased at the Reference desk. Wheaton Public Library is not responsible for loss of data that may occur when saving documents.

## **Rules**

Users must follow the procedures enumerated in this Policy. In addition, the Library requires responsible use and seriousness of purpose in accessing information sources, and in the use of e-mail. Library computers may not be used for Chat Groups or Instant Messaging, nor for access to games and gambling. The library does not provide access to listservs or newsgroups.

Users should be aware that material on the Internet and the World Wide Web is copyrighted. It is the user's responsibility to be aware of the display of any notices concerning the copyright of information on the Web and to respect the copyright laws of the United States.

Computer and Internet settings may not be changed.

The computers cannot be used for any fraudulent or unlawful purpose, including any activities prohibited under any applicable federal, Illinois, or local laws.

Wheaton Public Library requires computer users to respect the rights and sensibilities of all library users and the staff. Some Internet sites are inappropriate for viewing in a public setting. Do not view or print graphically explicit sexual images or images which may reasonably be construed by library staff as offensive to the public. Library staff reserve the right to end Internet sessions when sexually explicit or pornographic materials are displayed.

### **Prohibited Activities**

- Chat and Instant Messaging
- Games and gambling
- Harassment of other users or violation of their privacy
- Libeling, slandering or maliciously offending other users
- Violation of copyright laws or software licensing agreements
- Sending, receiving, displaying, viewing, or printing images or text of sexually explicit, obscene or pornographic materials or material that violates laws relating to child pornography.
- Attempting to crash, degrade performance or gain unauthorized access to the Library's or to other computer systems and networks
- Damaging equipment, software or data belonging to Wheaton Public Library or other users

### **Violations**

The library staff reserves the right to terminate any Internet session at any time. Users violating this Internet Policy may lose their Internet privileges. Illegal use of the computers may also be subject to prosecution by local, state or federal authorities.

### **Be Aware**

The Wheaton Public Library does not control the Internet, nor is it responsible for the information found on it. Information found on the Internet may be out of date, inaccurate, unreliable or incomplete. To assist users, Wheaton Public librarians, following selection guidelines, have selected links for the Wheaton Public Library web site from the vast resources available on the Internet. Public access to the Internet is not limited to these links. Users need to exercise judgment and discretion in the use of information received from the Internet.

### **Privacy**

The library avoids collecting or maintaining records that could compromise the privacy of users. Nevertheless, users must also exercise caution when using the Internet to avoid unauthorized disclosure, use, and dissemination of personal identification information. Parents should caution their minor children which personal facts are not to be shared on the Internet.