

# **PALOS HEIGHTS PUBLIC LIBRARY**

## **INTERNET POLICY**

### **THE INTERNET AND THE LIBRARY'S MISSION**

The Palos Heights Public Library offers access to the Internet, a world-wide electronic information network. It is offered in support of the Library's mission to be an excellent public library. The Internet presents the Library with an unprecedented opportunity to fulfill its mission by expanding the scope of information available to community residents.

### **GLOBAL NATURE OF THE NETWORK**

As Internet resources are "global" in nature, the Library does not, and can not, control the information available.

- The Library encourages patrons to evaluate carefully the information obtained via the Internet. While there are many highly dependable and useful sources, other sources may be unreliable, inaccurate, or out-of-date. Some sources may be offensive or controversial. Library staff is available to assist users in making judgments about the reliability or currency of certain types of information and sources, but cannot provide definitive analyses of particular sources.
- As with all materials, Library staff may provide assistance to patrons to locate sources of useful information, as well as recommend age appropriate materials for children as time and staff knowledge permits. Printed and online documentation and instructions are available at or near points of service. Formal instruction is available at scheduled times.
- The Library is not responsible for any direct or indirect damages which may arise in connection with a patron's use of the Internet.
- The Library respects the privacy of Internet use, but cannot guarantee it.

### **PATRON RESPONSIBILITIES**

- It is the Library's view that patrons should be free to select the sites which they deem appropriate to their needs.
- Internet content is protected by the First Amendment which guarantees the freedom of speech. The Library does not use filtering software for information content. Individual users have the right to define what material or information is consistent with their personal beliefs.
- The Library does not deny access to electronic information networks based solely on age. Parents are encouraged to monitor and supervise their children's use of the Internet and to discuss with their children issues of appropriate use and network safety. As with other library material, restriction of a

child's access to the Internet is the responsibility of the parent or legal guardian. Library staff will not monitor children's use. A parent or guardian must sign an Internet Access User Agreement for youth under the age of 18. Children under the age of 7 years must be accompanied by an adult or other guardian during use of the Internet. At the time of usage, any patron must have a valid library card in his/her possession.

- Patrons are prohibited from damaging or altering computer equipment or software or connecting their own hardware to the library's data network; violating system security; violating licensing agreements; using the network to harass other users; violating a Federal or State law including, but not limited to, accessing material that is obscene or child pornography as defined by the Illinois Criminal Code, 720 ILCS 5/11-20 & 720 ILCS 5/11-20.1.
- The use of the Internet falls under the Library Patron Behavior on Library Property Policy.

## **LIBRARY PROCEDURES**

The Library may set procedures to assist staff and patrons in the use of electronic resources including word processing. Such procedures include, but are not limited to, the following: time limits for access; limits on use of e-mail and chat rooms; cost recovery for printouts; specific instructions for downloading; restrictions on the use of personal software on Library computer equipment; restrictions on the use of the workstations for other purposes.

## **BREACH OF POLICY**

Violation of any aspect of this policy (or of established Library procedures) may result in loss of Library privileges.

Adopted June 10, 2004

I have read and agree to the Internet Policy.

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Signature

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Date

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Name - Please Print

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(Signature of Parent, if user is under 18)

## **General Procedures**

Adult users of the Internet must leave positive identification in the charge of staff during use. The signed waiver will serve as positive identification for youth under the age of 18.

Patrons will be limited to one hour of use on the Internet per visit if other patrons are waiting, including downloading and e-mailing to a personal account. If no other patrons are waiting, the user will be given one additional hour upon request. All users are limited to two hours of use per day and seven hours of use per week.

Patrons who choose to print files or documents from the Internet will be charged \$.10 per printed sheet regardless of whether library-provided paper is used.