

# Wabash Carnegie Public Library Internet and Computer Use Policy

## INTRODUCTION:

This is a policy for managing the internet and computers at the Wabash Carnegie Public Library (WCPL). It reflects the library's mission and indicates the parameters by which the computer resources are to be used.

WCPL reserves the right to set and enforce the following rules concerning using the library's computer resources by persons of all ages. Individuals who violate these rules may be asked to leave the library for a specified period and their right to use the library's computer resources may be temporarily or permanently revoked. Individuals using library resources for illegal purposes may also be subject to prosecution pursuant to state and federal law.

## MANAGEMENT OF COMPUTER RESOURCES:

### Public Access

Access to information in electronic format is provided through public access computers, including the internet and software applications.

### Time Limits

In order to maximize the availability of the computers to all users, time limits may be put in place for the use of computer resources. Computers are open for use by patrons for an unlimited time with or without a library card. Patrons can not make reservations of computer resources.

The library utilizes software if time limits need to be put in place. A user's session on the computers lasts 60 minutes with additional time available if no one is waiting to use a computer. Specific exceptions for longer sessions may be allowed for patrons taking exams or classes online, doing required court work, etc., as library staff allows. Computer use will be managed in a manner consistent with the library's [Patron Behavior Policy](#).

### Stored Information

Information stored by a user on the library's public access computers will be removed once the user's session is complete. The library provides flash drives for a nominal charge to save stored information.

### Children's Computer Area

The computers in the Children's Room are reserved for the exclusive use of children and young adults. Library staff may make exceptions as requested.

### Adult Computer Area

While using the computer resources of the Wabash Carnegie Public Library, persons shall not:

- Violate copyright laws and licensing agreements on software, files, or other resources obtained via the internet
- Harass or slander other persons or parties

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- Interfere or impede the use of computers by others
- Violate Federal, State, or local laws/regulations
- Download software onto the computer without the approval of library staff

### Sound in the Library

Computers should be kept on mute to avoid disrupting other patrons. The library has a limited supply of headphones for patrons using computers who require sound.

### **INTERNET SAFETY:**

In compliance with the Children's Internet Protection Act (CIPA), the Wabash Carnegie Public Library will employ appropriate measures designed to restrict access by minors (anyone under 18 years of age) to inappropriate content on the internet.

Library staff shall monitor minors and shall not disclose, use, or disseminate personal identification/information. Further, persons of all ages shall not:

- Display or disseminate sexually explicit or sexually suggestive (obscene/pornographic) material or language that is abusive or harmful to minors
- Use e-mail and other forms of direct electronic communications for purposes that are inappropriate for a library setting
- Alter, damage, or disable computer software configurations and equipment by unauthorized access, including hacking
- Engage in other matters which the library, in its sole discretion and consideration of the public's best interests, determines to be an unacceptable purpose.

### **DISCLAIMER:**

WCPL does not manage all information sources on the internet. It is impossible to prevent access to resources that may be inaccurate, defamatory, illegal, or potentially objectionable to some people.

WCPL assumes no responsibility for any loss, damage, injury or offense arising from using its computing resources, nor for the accuracy, nature, or quality of information. This includes damage or injury sustained from invasions of the user's privacy.

Parents and guardians must determine whether to place restrictions on their own minor's use of the internet.

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