



Adopted 2-16-12; Revised 3-1-12

Section 1 – General Provisions

- a. Much like the other print and non-print resources of the Library, the Library’s computers are an “informational, intellectual, and cultural resource for all people provided in a professional and welcoming manner.” Users must show consideration for the computer equipment and other computer users. Users must not damage hardware or software.
- b. The computers of the Leanna Hicks Public Library may not be used for illegal, criminal, or maliciously offensive purposes. Illegal uses, including software piracy and copyright infringement, are not permitted. The Library is not responsible for the content of networked information via this service. The use of this service to engage in any activity which constitutes a violation of local, state, and/or federal laws is strictly forbidden.
- c. Users who do not abide by this policy may permanently lose computer access privileges and may be subject to criminal prosecution.
- d. Staff may offer limited computer help to get users started, as time permits. Staff cannot provide in-depth training/assistance on computer use outside of scheduled computer labs.
- e. Library staff are prohibited from providing assistance in dealing with matters of finance.
- f. Because of the public nature of the Library’s Internet computers and because of the very nature of the Internet, confidentiality and privacy cannot be guaranteed by the Library.
- g. Individuals using personal devices at the Library shall hold the Library harmless from any loss, damage, liability, costs and/or expense that may arise during use at the Library facility. The Leanna Hicks Public Library assumes no responsibility for any direct or indirect damages arising from the use of its computers, terminal connections, or access to Internet services.
- h. The Library may employ software and hardware to manage the use of its public computers. Software and hardware of this type manage the assigning of workstations, the length of sessions, and access to the network printers, among other variables. Procedures for accessing, reserving and logging into a computer are to a great extent determined by the specific software and hardware employed. Therefore, they are outside the scope of

this policy and may change as and when needed. The following, however, remains the Library's adopted policy regardless of any other changes:

1. Computer users who are eligible for an Inkster Library Card must have one in good standing (neither blocked nor barred) for computer access.
2. Computer users who are eligible for a Library Card from another member library of The Library Network (TLN) must have one in good standing (neither blocked nor barred) for computer access.
3. Visitor Passes may be purchased by users who present a valid driver's license or state-issued picture ID to Library staff, and
 - i. Do not live in a TLN community; or
 - ii. Live in a TLN community other than Inkster and either have not been issued a Library card or did not bring their card with them; or
 - iii. Live in Inkster and have lost their Library card or did not bring it with them (staff may waive the Visitor Pass fee for an Inkster resident up to twice in any twelve-month period).
 - iv. At the discretion of Library staff, minors who have no library card and no state-issued ID but do have alternative methods of ID for verification, such as a current school ID.
 - v. Minors who have not been issued a library card from a TLN library will not be issued a Visitor Pass unless accompanied by a parent who has a valid driver's license or state-issued picture ID.
4. Computers are available for one-hour sessions on a first-come, first-served basis. If all workstations are in use, availability will be determined by a waiting/reservation list.
5. Computer sessions may be extended beyond the initial hour if there is no waiting/reservation list. In rare cases, Library Staff may use their discretion to extend a session even if there is a waiting/reservation list.
6. Computers are available for use during regular Library hours and will be shut off 10 minutes prior to closing.

7. Only the Library's paper may be used in the printer.

Section 2 – Disclaimer

- a. The Leanna Hicks Public Library is not responsible for damage to any removable drive or loss of data that may occur due to malfunction of hardware or software.
- b. This wireless service is an open network provided for the convenience of the user and may be used at the user's own risk. It is available to the public and is NOT INHERENTLY SECURE.

Section 3 – Internet Filtering

- a. In conformity with Michigan Public Act 212 of 2000, the Library provides filtered access to the Internet. However, parents or guardians, not the Library or its staff, are ultimately responsible for the materials selected and/or accessed by their children over the Internet. Filtering software may both fail to block offensive content and block inoffensive content inadvertently. Computer users who are 18 years of age or older (and minors who are accompanied by their parent or legal guardian) may request unfiltered Internet access. Library Staff will comply with said request as quickly as possible, dependent upon computer availability.
- b. In addition, computer and Internet access is provided by the Leanna Hicks Public Library in compliance with the Children's Internet Protection Act (CIPA). Patrons are expected to be familiar with the Library's CIPA Policy.

Section 4 – Wireless

- a. In addition to its computer workstations, the Library provides wireless network(s) for access to the Internet. Use of these networks is governed by the following additional policies:
 1. The Library may make available software and/or hardware for the purpose of connecting to and making use of the wireless network(s), but reserves the right not to do so. In the absence of such provision, users of the wireless network(s) must provide their own personal hardware and/or software for connecting to and making use of the network.
 2. Library staff may provide some limited help in connecting users to the wireless network(s), but will not provide complex technical support, hardware or software configuration, or extensive troubleshooting for users attempting to access the

network. Users are expected to know and understand the wireless protocols and properties of their hardware and/or software.

3. Users of the wireless network(s) do so at their own risk, and agree to hold the Library harmless for damages incurred including, but not limited to, damages to software and hardware, both in the course of using the network itself and during any use of said software or hardware by staff for the purpose of technical support.
4. Users of the wireless network(s) providing their own hardware are responsible for also providing a system (or software) to filter content for minors.
5. Users of the wireless network(s) acknowledge that the networks are a public resource shared among multiple users, and will restrict themselves from excessive or extended bandwidth consumption as a basic courtesy to other wireless network users. The Library reserves the right to determine whether a particular user's bandwidth consumption constitutes abuse of this resource, and to restrict or terminate such use accordingly.
6. Users of the wireless network(s) may not serve or host content to the Internet over the wireless network; user-owned hardware and software connected to the Library's wireless network(s) may not act as a server for the purpose of serving or hosting content to the Internet. This proscription includes, but is not limited to, the use of peer-to-peer networking or bittorrent clients in conjunction with the Library's wireless network.
7. All provisions of this *Computer Use Policy*, unless specifically contradicted in this section or logically incompatible with the wireless technology, apply equally to use of the wireless network(s).
8. The Library reserves the right to deny access to the wireless network(s), by Media Access Control address (MAC address) or other method, to any user deemed to be in violation of this *Computer Use Policy*.

Section 5 – Laptop Use and Loan Agreement

- a. All provisions of the *Computer Use Policy*, unless specifically contradicted in, or logically incompatible with this section, apply equally to use of Library laptops with the following additions:
 1. Users must read and sign the *Leanna Hicks Public Library Laptop Use Policy and Loan Agreement*.
 2. Users must be at least 18 years of age.
 3. A current Library Card in good standing (neither blocked nor barred) and a valid **Michigan Driver's License** or **Michigan State ID** will be required to check out the laptop. Library staff will hold license or state ID until the user returns the laptop computer and staff inspects it to make sure it is intact and functioning properly.
 4. Laptops are for **IN-LIBRARY** use only and cannot be removed from the building. If a laptop is taken out of the Library, the Inkster Police Department will be notified of the theft.
 5. Laptops shall not be left unattended at any time, and shall only be used at a table in the designated areas. Users who need to step away for any reason shall bring the laptop to a staff member.
 6. Users are responsible for any damage, loss, theft, or accident that occurs to the laptop while it is assigned to them.
 7. User files and documents may not be saved to the hard drive.
 8. Users may not install software on the laptop, nor alter, delete, or copy any software loaded on the laptop, or otherwise change its existing configuration.
 9. Headphones must be used if playing audio or video files.
 10. Printing is not currently available from laptops.
 11. Minimal computer assistance in using the laptop will be provided as time permits.

Section 6 – Laptop Loan Period

- a. Laptop computers will be available for one-hour sessions, one per user per day, on a first-come, first-served basis.
- b. The Library may use software and hardware to manage assigning of laptops and the length of sessions, among other variables. Procedures for accessing, reserving, and logging into a computer are to a great extent determined by the specific software and hardware employed. Therefore, they are outside the scope of this policy and may change as and when needed.

- c. Occasionally the Library may offer computer training labs. When the Library laptops are needed for said labs, they will be unavailable for in-Library loan.
- d. Laptops must be returned 15 minutes before closing time.

Section 7 – Laptop Fines and Liabilities

- a. The user is fully responsible and fiscally liable for all costs associated with damage to the laptop computer or its associated peripheral equipment during the period it is checked out.
- b. The Library reserves the right to restrict or terminate the computer use privileges of any patron who is misusing Library equipment or violating Library policy.
- c. Replacement costs for a laptop will be no less than \$1,000.

Leanna Hicks Public Library

Laptop Use and Loan Agreement

My signature below is my acknowledgement that I have read the *Leanna Hicks Public Library Laptop Use and Loan Agreement* and that I am legally bound to adhere to all parts of this agreement.

Signature of Borrower

Date

Name of Borrower (Please print)

Driver's License Number

Laptop # _____

Staff initials _____

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