ELECTRONIC ACCESS POLICY

POLICY STATEMENT:

The Rock Island Public Library provides computers for public use, allowing access to the library's catalog, subscription online resources, Microsoft Office software, early literacy stations, and the Internet. Wireless access to the Internet is also available.

Disclaimer: The Rock Island Public Library is not responsible for the content of the Internet or any of its subscribed databases. This includes changes in content of library-linked sources. Availability of information does not constitute endorsement.

PROCEDURES:

Internet Computers:

- Patrons must have a valid library card or ID in order to use the library's internet computers.
- Patrons log onto internet computers by using their library card number.
- Staff will issue a computer guest pass for out-of-area visitors to Rock Island, with ID.
- Local patrons that are eligible for a library card, either through the PrairieCat consortium or via an intergovernmental reciprocal borrowing agreement, must have a library card from their home library to use the computers.
- If a patron forgot his/her library card and wants to use the Internet computer, staff may issue either a replacement card using the most current fee schedule, or issue a guest pass, with ID.

Wireless Access:

- The library's wireless network is available for anyone with a personal device capable of connecting wirelessly.
- The user must accept the "connect to the Internet" page to get connected to wireless network.
- Violation of library computer policy regulations may result in loss of access to library computer resources. Disciplinary actions will be handled the following way:
  - Library staff will warn the patron of violation and request they end their session.
  - If patron ignores staff, the session will be ended for the patron by the staff.
  - Notify the Director of Reference.
  - A note will be placed in the patron's record. After a second offense, or if the first offense is severe, the patron will be blocked from access to the Internet computers via the public computer reservation software.
  - When illegal material is accessed, either on library hardware or personal hardware via the wireless network, library staff will call the police.

Mobile Library Access:

- Library2Go offers tablets with internet connectivity on the vehicle
- Patrons can request a tablet from the service desk
- The tablet must be used on the vehicle
- The tablet must be returned 5 minutes prior to the end of the scheduled stop

REGULATIONS:
- Patrons must use their own library card to sign on to the internet.
- The library catalog and literacy computers do not require login.
- The library early literacy computers are available for ages two (2) through six (6).
- The AWE Edge literacy stations are available for ages six (6) through fourteen (14).
- Patrons with $10.00 or more in charges on their library card will be blocked from Internet usage, until the fines/fees are paid below that amount. However, they may apply to use a guest pass.
- Library computers should not be used for unlawful activities, including, but not limited to:
  o Harassment of, libeling, or slandering others
  o Accessing obscene, unlawful, and/or inappropriate content
  o Destruction of, damage to, or unauthorized access and/or alteration of the library's computer equipment, software, or network.
  o Use of electronic information networks that in any way violates a city, state, or federal law.
  o Use of electronic information networks that in any way violate licensing and payment agreements between the library and network/database providers.
  o Illegally using copyrighted material.
- The library reserves the right to end or extend a computer session at any time for any reason.
- Internet computers in the children's room are available only to children and/or caregivers of children using the children's room.

GUIDELINES:
- Computers are available on a first-come, first-served basis.
- The library upholds the right and responsibility of parents and legal guardians to determine and monitor their children's use of the library computers.
- Librarians will be available to answer basic computer questions but cannot provide in-depth computer training without an appointment.
- Patrons must understand how to configure their own devices in order to access the library's wireless network.
- The wireless network is an open, unsecured network. There is no guarantee that it will be available.
- The library cannot accept liability for any risk taken by patrons who choose to connect their personal device to the wireless network.

- The library is not responsible for any damage or loss of data arising from using library hardware or software.
- Only computer equipment and software owned by the library and previously installed may be used on the library's computers, with the exception of patron-owned flash drives.
- Patrons wanting to save files or other data should bring an appropriate storage device, or purchase a USB flash drive at the public service desk.
- No personal programs can be downloaded, and no personal files or programs can be saved to the library's computers or network.
- Adding, deleting, or modifying already installed hardware or software is not permitted.
- Printing is available. Cost is $0.25 per page, and is only available in black and white.
- The library does not provide email addresses.
- Patrons are discouraged from accessing or sending personal information, such as credit card numbers, banking information, or social security numbers using the library's computers.
- Privacy on the library's computers is not guaranteed.

POLICY STATEMENT REVISED: APRIL 2013
BOARD APPROVED: 5/21/2013
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