

Internet Acceptable Use Policy

Consistent with the library's mission to provide quality materials, services, and programs that fulfill the informational, recreational, and educational needs of the entire community, the Elk Rapids District Library provides access to the Internet.

The library has no control over resources offered through the Internet, nor does the library have complete knowledge of what is on the Internet. Much of the information you find may be valuable, but not all Internet resources are reliable, current, or accurate. Therefore library users access the Internet at their own discretion. It is up to the user to determine the value of the information.

The Internet may contain information that is controversial, sexually explicit or offensive. Users are cautioned that ideas, points of view, and images can be found on the Internet that are controversial, divergent, and/or inflammatory. Because of this and the fact that access points on the Internet can and do change often, rapidly, and unpredictably, the Library cannot protect individuals from information and images which they might find offensive, disturbing, or inaccurate. Library patrons use the Internet at their own risk. Parents or guardians of minor children are responsible for their child's use of the Internet through the Library's connection as stated more fully below.

Please be sensitive of others' values and beliefs when accessing potentially controversial information and images.

Wireless Internet Access

WiFi is available for use with personal computers, smartphones, or other wireless devices. Phones must have the ringer on mute and conversations must be taken outside. The Meeting Room may be reserved to use Skype or similar applications, pursuant to the Meeting Room Policy. All rules concerning Internet use apply to all types of Internet access, unless specifically provided otherwise.

Procedure for use

1. **Reservation.** The Public Use Computers are available on a first-come-first-served basis.
2. **Time Limits.** Computer use on the Library terminals is limited to one 60 minute session when others are waiting to use the workstation. If no one is waiting, the User may continue to use the terminal for an additional session. Library owned laptops have no time limit on their use.

3. Printing. Users may print material on the Library's network printer. Black and white prints are \$.10 per page and color prints are \$.25 per page.

Internet Use by Minors – Patrons Under 18 Years of Age, 2000 PA 212

1. Responsibility of Parents and Legal Guardians. As with other materials in the Library's collection, it is the Library's policy that parents or legal guardians are responsible for deciding which Library resources are appropriate for their children. The Library urges parents and guardians to discuss Internet use with their children and to monitor their use of this educational tool.
2. Access for Patrons Under 18 years of Age. Parents or guardians are responsible for monitoring the minor's use of the Internet. Michigan law prohibits minors from accessing obscene matter or sexually explicit matter that is harmful to minors. As a result, Library Staff may also monitor use by minors less than 18 years.

User Responsibilities and Guidelines

All users of the Internet are expected to use this resource in a responsible and courteous way, consistent with the purposes for which it is provided, and to follow all Internet related rules, regulations, and procedures established for its use including, but not limited to, those of the library.

1. Responsible Use. The Internet workstation must be used in a responsible manner. Users must refrain from damaging or altering the setup of the computer equipment in the library.
2. Intellectual Property; Copyright. Some material on the Internet is copyrighted or subject to other intellectual property rights. Users must respect the copyright laws and other laws related to intellectual property of the United States by making only authorized use of the material available on the Internet. Responsibility for any consequences of copyright infringement lies with the User. The Library expressly disclaims any liability or responsibility resulting from such use.
3. Availability. Internet access may not be available due to technical problems.
4. Lawful Use. The Library Internet connection and workstations shall be used in a lawful manner. The Library's Internet and workstations cannot be used for any fraudulent or unlawful purpose prohibited under any applicable federal, state, or local law, including, but not limited to, accessing material that can be classified as obscene or child pornography.

5. Use Must Not Be Harmful To Minors. Michigan law prohibits users from allowing minors' access to sexually explicit materials harmful to minors. Internet users shall not permit any minor to view sexually explicit material or any other material deemed harmful to minors.
6. Compliance with Patron Behavior Policy. The same rules apply to the use of the Internet as with the use of any other Library materials. All Internet users must comply with the Library's Patron Behavior Policy, which shall be available in the Library.
7. Privacy; Unauthorized Access. Users must respect the privacy of others by not misrepresenting oneself as another user; by not attempting to modify or gain access to files, passwords, or data belonging to others; and by not seeking disallowed access to any computer system via the Internet.
8. System Modifications. Users are not permitted to change or alter the security setup, operating systems, the network configuration, or any other configuration of any Library computer without authorization. Users may not damage or gain unauthorized access to the computer or network by repeatedly or intentionally visiting websites that introduce spyware, malware, viruses, or other damaging programs.
9. Damage. Computer workstations and laptops must be used in a responsible manner and users must take care with use of the equipment. The user shall be responsible for repayment of any costs to the Library for damage to the computer terminals, laptops, or system.
10. Terminal Use. No more than two (2) users may sit at a terminal.
11. Food & Beverages. Food and beverages are prohibited at the public use computers.

Staff Assistance

Staff will assist library users in getting started on the Internet. However, the library cannot guarantee that Internet trained staff will be available to assist users at all times the library is open. Time permitting, staff will try to answer specific questions about the Internet and offer suggestions for effective searching. Staff may be able to provide information about Internet training opportunities and Internet books and manuals.

Violations of Internet Use Policy

The Library Director or the Director's designee may restrict access to Library facilities by (1) terminating computer or internet access; (2) immediately dismissing the patron from the premises; (3) suspending the patron's access to Library facilities for a set period of time; or (4) denying access to specific services and/or programs pursuant to this Policy. If necessary, the local police may be called to intervene.

1. Incident Reports. Library Staff shall record in writing in the form of an Incident Report any violation of this policy that resulted in a verbal warning or a suspension of Library privileges. By the end of the day on which the incident occurred an Incident Report shall be written and forwarded to the Library Director for logging and review. The report should include physical descriptions in addition to the name of the patron. A copy of the suspension of privileges letter should be attached, if applicable.
2. Violation of the Policy – Suspension of Privileges. Unless otherwise provided in this Policy (see Section 3 below), the Library shall handle violations as follows:
 - a. Initial Violation: Library patrons observed violating this policy will be asked to cease the violation with a verbal request. If the patron does not comply with the request he or she will be asked to leave the building for the day. If he or she refuses, police may be called.
 - b. Subsequent Violations: The Director or the Director's authorized designee may further limit or revoke the patron's Library privileges if infractions continue. Such limitation or revocation shall be in writing specifying the nature of the violation. Subsequent violations of the same rule shall result in additional suspensions of increasing length.
3. Violations that Affect Safety and Security. Violations involving violations of law (including child pornography and allowing minors to view sexually explicit or other material deemed harmful to minors), violence, threatening behaviors, sexual or other harassment, vandalism, theft or attempted theft, sexual misconduct, or any behavior that threatens the safety and security of staff and/or patrons shall be handled as follows:
 - a. Initial Violation: The police will be called immediately. If the conduct constitutes a violation of local, state, or federal law, arrest or criminal prosecution may ensue. Violations of this nature will result in an immediate minimum two-week suspension of Library privileges. The Incident Report shall specify the nature of the violation.

- b. Subsequent Violations: The police will be called immediately. If the conduct constitutes a violation of local, state, or federal law, arrest or criminal prosecution may ensue. Subsequent violations of the same rule will result in additional suspensions of increasing length
4. Reinstatement. The patron whose privileges have been limited or revoked shall attend a meeting with the Director or the Director's designee to review the Patron Behavior Policy before privileges may be reinstated.
5. Civil or Criminal Prosecution. Illegal acts involving the Library's Internet access service may be subject to civil or criminal prosecution.

Right of Appeal

Patrons may appeal a decision to limit or revoke privileges by sending a written appeal to the Library Board within 10 working days of the date the privileges were revoked or limited. The appeal should be sent to the President of the Library Board. The decision of the Library Board is final.