

# **Lincoln Library Computer and Internet Use Policy**

*Approved by the Lincoln Library Board of Trustees, February 2019.*

Lincoln Library provides free and equal access to the internet via public computers and a network guests may connect to with their own device(s). The library expressly disclaims any liability or responsibility arising from use of the Internet or information obtained through the Internet. Providing access to information is not an endorsement of the content viewed by guests.

## **Disclaimers**

Lincoln Library does not monitor or control the content of the material accessed through the internet and cannot be held responsible for its contents. Guests should recognize that in addition to valuable and reliable information, the internet contains inaccurate, dated, incomplete and controversial material. Guests are responsible for evaluating the accuracy of material found on the internet.

Lincoln Library disclaims any liability or responsibility arising from access to or use of information obtained through the internet. Guests are responsible for any commercial transactions made while using the library's internet connection.

It is the responsibility of the parent or legal guardian to restrict and monitor a minor's access to information on the internet.

Lincoln Library only utilizes filtering software on children's computers in the Youth Services Department, as per the Children's Internet Protection Act (CIPA) decision.

Lincoln Library employs antivirus software, but cannot guarantee that its website, server, or any other website accessed by internet users is free of viruses or other harmful components.

Public computer stations cannot provide support for all file types, browser plug-ins, or internet technologies.

## **Privacy**

Lincoln Library will not release information on the use of specific internet resources by members of the public except as required by law or as necessary for the proper operation of the Library.

Lincoln Library does not store information on an individual's use of the internet. Computer stations are programmed to delete the history of a guest's internet session once the session is ended.

The internet is not a secure medium. Information is not necessarily secure against interception. The library's computers are in a public area. Others may be involuntarily exposed to what is being viewed, and guests should not have an expectation of privacy.

## **Public Computer Access**

Guests may access the public computers within the library with a valid Lincoln Library card and PIN or with a guest pass. A guest pass may be issued to any individual without a current Lincoln Library card. No guest passes will be issued when the computers are non-operational.

Guests may not use another person's identification or login information, with or without permission, to sign up for or log on to a computer.

Juveniles aged 11 or under without a parent or legal guardian present will be restricted to filtered children's computers in the Youth Services department.

## **Rules and Responsibilities for the Public**

Guests should refrain from:

- Using the library's computers for any illegal activity, including violation of copyright or other rights of third parties. Computer users will be responsible for knowledge of all applicable federal, state, and local laws for which they may be held in violation.
- Viewing illegal, offensive, or harmful matter, including but not limited to pornography.
- Downloading or installing anything from the internet or other software is not permissible.
- Harming computers or systems through the use of viruses or other malicious acts.
- Mishandling, damaging, or making any attempt to modify library computer equipment or software. Guests will be responsible for damages of equipment beyond normal wear and tear. Only software owned and installed by Lincoln Library may be used on its computers.
- Interfering with system operations, integrity, or security.
- Hacking into the library computer system or any other computer system.
- Manipulating computer systems to override established time limits.

Guests are responsible for:

- Complying with all rules outlined in the Lincoln Library Behavior Policy.
- Complying with requests by library staff members to refrain from or change a disruptive behavior.
- Using headphones when listening to audio content, and keeping volume low so as to not disturb others.
- Keeping all conversation at a low volume.
- Moving to designated areas to talk on cell phones.

## **Printing**

There is a charge for printing from public computers. The charge is posted. Guests must pay prior to printing.

## **Computer Use Policy Violations**

Persons who violate the Computer Use Policy may result in removal from the library grounds and/or suspension of library privileges. Violation of federal, state, or local law may result in arrest and prosecution.