



Computer/Internet Use Policy

Brimfield Public Library District is committed to its role in serving the information and lifelong learning needs of all its residents. Providing access to the Internet enables the library to greatly expand its information services. In addition, the library provides its catalog of materials, access to subscription-based databases, and informational links via the library's webpage and the Internet.

Not all sources on the Internet provide information that is accurate, complete, current, legal, or acceptable to all people.

The library adheres to the Children's Internet Protection Act (CIPA) to protect children aged 16 and younger from obscenity, child pornography, and other material that may be harmful to minors. In following CIPA, the library uses a filtering service on all public access computers. This filtering service blocks access to certain websites. Upon request by a library customer aged 17 or older, library staff may unblock a site. Library staff may request proof of age with a photo ID such as a driver's license.

However, filtering measures are not 100% reliable and may allow access to inappropriate sites.

All users are required to read the Computer/Internet Use Policy and sign an agreement form.

Children under the age of 17 are required to have an Internet use permission form signed by a parent or guardian. The parent or guardian must come to the library to sign the form. Minor children are required to use computers located in the Kid's Room. Parents or guardians of children under the age of 17 are responsible for their children's use of the library's computers and the Internet.

Brimfield Public Library District prohibits the following:

- Sending, receiving, or displaying obscene text or graphics inappropriate for a public environment
- Engaging in any activity that facilitates sending, receiving, or displaying inappropriate materials
- Activities that disrupt the library or its network
- Loading or downloading software from the Internet or using personal software programs
- Making any attempt to modify or damage the library's computers in any way



- Making any attempt to gain access to files, passwords, or data belonging to others

Public computers are not secure and should not be used to transfer financial and other personal data. The library is not responsible for the misuse of personal information entered on websites.

Brimfield Public Library District allows the use of USB storage devices to save or retrieve information. Connecting other types of devices to the computers is not recommended. The library is not responsible for any technical support required for the use of devices, or any damage, loss, or destruction of personal devices or data.

The library's computers may be subject to a time-limited session. Additional time may be allowed when no one else is waiting.

The library staff will provide users with basic guidance as to the use of computer equipment and the Internet. Additional assistance may be given as time allows.

Out-of-district customers may be subject to a \$2.00 fee per half-hour session per day for using library computers. No fee is assessed to customers who bring their own portable devices to use at the library, including use of the library's wireless Internet connection. Fee for printed pages is \$0.20 per page for black & white and \$0.30 per page for color.

Appropriate computer/Internet behavior is ultimately determined by the library staff.

Violation of this Use Policy could result in suspension of computer/Internet use for a period of 24 hours to 1 year depending on the violation or violations. Customers using the library's computers and Internet for illegal purposes may also be subject to prosecution.

Privacy Statement:

Brimfield Public Library District is committed to protecting the privacy of its customers. As with all library records, information concerning personal use of the computers and/or Internet is confidential and will not be released without a properly executed court order.

Approved by the Board of Trustees at the regular meeting on March 3, 2014