

## **INF-2: Computer, Internet, and Wireless Device Use Policy**

*Approved August 2023*

The Liberty Lake Municipal Library (LLML) is committed to its role in serving the information and lifelong learning needs of its patrons. The Library makes Internet service available to the public as part of its mission at no additional cost.

The Internet enables the Library to greatly expand its information services. Internet access allows the opportunity to integrate electronic resources from information networks around the world with the Library's other resources. The Library's goal in providing Internet access is to enhance its existing collection in size and depth and, as a public access agency, to give anyone who wishes to use the Internet the chance to do so. The Internet offers access to a wealth of information that is personally, professionally, and culturally enriching. LLML's website includes links to resources on the Internet that are consistent with the Library's Collection Development Policy.

However, the Library cannot control the information available on the Internet and is not responsible for its content. Some websites provide information that is inaccurate, incomplete or dated, and some content may be offensive, disturbing and potentially illegal. ALL Patrons are encouraged to exercise critical judgment in evaluating the appropriateness and validity of information accessed via the Internet (see below for access by children or minors).

LLML's public network environment is open to all users, thus there is a possibility of interception of information or illegal access by malicious users or software. While the library will take reasonable steps to protect Internet access (such as firewalls, malware and antivirus software), the Library assumes no responsibility for any damages, direct or indirect, arising from its connections to the Internet, or for damage to a user's computer, mobile phone, tablet or other electronic equipment or removable media of any type, or for loss of data, damage, or liability that may occur from a client's use of the Library computer or Library provided Wi-Fi connection.

### *Internet Filtering*

- In compliance with the Children's Internet Protection Act (CIPA), LLML employs an Internet content filter on all public computers and the Wi-Fi network that blocks access to adult content.
- Internet users may request access to a particular site that they feel has been inappropriately blocked. Decisions about whether to unblock a site will be in accordance with LLML policies.
- LLML loaned library technology devices such as laptops and hot spots are not subject to the Internet content filters when not connected to the Library Wi-Fi network.

### *Access by Children*

As with all other library resources, minors' access to the Internet is the right and responsibility of the minor's parent or guardian. Minors and their parents should discuss the minor's use of email, online chat, and disclosure of personal information over the Internet.

### **Rules Governing Computer Use in the Library**

Library users are responsible for using library computers, wireless devices, and Wi-Fi connections in an ethical, legal, and considerate manner. Users who fail to follow the rules for library computer, wireless device and Wi-Fi connections use may lose use privileges and/or be asked to leave the Library. Library staff may summon law enforcement authorities if deemed necessary.

In order to allow all patrons an opportunity to use the equipment, patrons are asked to comply with sign up and time limitations. All library patrons are asked to respect the privacy of other users and not attempt to censor or comment upon what others are viewing. The Library's Patron Behavior Policy and pertinent state, federal and local laws apply to all library patrons, including computer users.

- All patrons, including minors, are given access to the library's public computers and Internet when they receive a library card.
- Library users over 18 years of age who do not have a library card may be issued a guest pass. Library users under age 18 must have parent/guardian permission to receive a guest pass for computer use.
- Computer/Internet access is available on a first come, first serve basis and use is limited to two hours per day. Depending on availability, exceptions can be made for additional time.

### **Rules Governing Loaned Library Technology Devices**

Library users are responsible for using loaned library technology devices, such as hot spots and laptops, in an ethical, legal, and considerate manner. Users who fail to follow the rules for loaned library technology devices use may lose use or borrowing privileges. Library staff may notify law enforcement authorities if deemed necessary.

### **Rules Governing the Use of all Library Technology**

LLML specifically prohibits the following activities on Library technology, including but not limited to library computers, internet, hot spots, and wireless devices:

- Engaging in any activity that facilitates sending, receiving or displaying inappropriate materials to a minor.
- Violating any federal, state, and local laws.
- Accessing, viewing, displaying, printing, transmitting, or distributing sites or material in violation of Washington laws regarding obscenity, child pornography, and materials harmful to minors as specified in the Revised Code of Washington 9.68 and any other applicable RCW. Attempting to bypass the filtering or security systems in the library.
- Displaying, printing or sending any material that is illegal, libelous, threatening or harassing.
- Damaging or altering computer equipment, systems or software.
- Interfering with others' use of computers or electronic devices.
- Accessing, disseminating, downloading, viewing, streaming or printing information in violation of copyright or trademark laws, software licensing agreements or intellectual property rights.
- Making any attempt to modify, gain access to files, passwords or data belonging to others, seeking unauthorized access to the library's or any other computer system.
- Engaging in activity that is deliberately offensive or creates an intimidating or hostile environment for the public or staff.
- Activities that disrupt the library and/or its network.

### **Privacy**

Library computers automatically delete history and temporary Internet and cache files when users logoff. Users should be aware that the Internet is not a secure medium and that third parties may be able to obtain information regarding user's activities. The Library is not responsible for deleting history and temporary Internet and cache files from patron-owned technology devices or other equipment that connect to the Library's Wi-Fi connection.

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