

Crawfordsville District Public Library

Internet and Computer Use Policy

Adopted unknown; Revised 9/13/2012; 8/12/2021

Introduction

The Crawfordsville District Public Library (CDPL) public computers provide access to a broad range of information resources, including resources available through the Internet, the Library's online catalog, and office productivity software. The library makes this service available as part of its mission "to provide collections, services, and programs that encourage the love of reading and learning in our community."

The Crawfordsville District Public Library provides computing resources and Internet access to the public in accordance with the following policy:

Access

Access to the Library's public computers is a privilege and requires a current, valid library card, a digital access card, or a temporary computer guest pass. Along with access to the library's public computers and online databases, a library card allows full borrowing privileges for the library's physical and electronic collections. A digital access pass is for access to the library's online databases and borrowing from the electronic collections only. A temporary computer guest pass allows someone without a library card to have access to the library's public computers and online databases.

To ensure equal access to all computer users, CDPL incorporates timer and patron authentication software to limit daily usage. Extensions may be granted only by designated staff.

Children nine years old and younger are prohibited from using Internet computing resources with the exception of designated computers (located in the Youth Services Department) that are restricted to age-appropriate links.

Online Public Access Catalog (OPAC) computers also are available to access the library's online catalog. Searching the catalog may be done without a library card. Library patrons may access their library accounts with their library card in order to manage holds, loans, fees, and book lists.

Wireless Access

Wireless Internet access is a free public service provided by the Crawfordsville District Public Library for its patrons and the larger community.

Individuals using their own equipment while accessing the wireless network remain subject to the terms of this policy.

Patrons using mobile devices may gain access to the wireless network after agreeing to

CDPL's terms of service.

The library's wireless network is not secure, and the library cannot guarantee the safety of your wireless session. Transmissions over a wireless network can be easily captured and/or read. It is recommended that you do not use this wireless connection for secure transactions, such as banking, investments, or any private information.

The Crawfordsville District Public Library assumes no responsibility for damages—direct or indirect—to a user's data, devices, drives, discs, or files arising from the use of the library's wireless connection. For liability purposes, library staff are not allowed to handle patron devices.

Children and the Internet

Children nine years old and younger are prohibited from using Internet computing resources with the exception of designated computers (located in the Youth Services Department) that are restricted to age-appropriate links.

Parents of minors should be aware of the existence of material on the Internet which they might consider inappropriate for their children and should educate their children to be responsible Internet users. The library staff cannot determine what parents will consider appropriate for their children. A minor is defined as any individual who is under the age of 18.

Even though an Internet filter is active on library-owned Internet computers, parents should realize a filter is only partially effective and monitor their children's use of the Internet.

The library strongly recommends that parents use the Internet access services provided by the library with their children and that the parents provide appropriate supervision.

Privacy/Confidentiality

CDPL cannot guarantee the confidentiality of personal information transmitted over the Internet. Users should closely guard personal information, credit card numbers, passwords, and other types of authorizations when on the Internet.

Parents should instruct their children regarding safety and security when using electronic mail, social networking websites, chat rooms, and other forms of direct electronic communication and never to give out personal information (name, address, phone number, etc.) online.

Filtering

Because the library receives federal funding for our Internet access, federal law requires that we filter our library computers to protect against access by adults and minors to visual depictions that are obscene, child pornography, or – with respect to use of computers with Internet access by minors – harmful to minors.

Individuals age 17 and over may request that a blocked website be unblocked or that the filter be disabled for their own personal use. Parents may not authorize filter disabling for their children.

The library will not override websites identified as having malicious downloads, malicious sites, spyware, adware, or keyloggers.

The library employs filtering software but cannot guarantee that it always filters satisfactorily.

Printing Services

Patrons may print from most public Internet computers in the library. Black and white copies are 10 cents per page. Color copies are 25 cents per page. Other fees may apply for printing on larger paper or for copying special items from the local history collection.

Patrons will be charged for all copies printed including, but not limited to, copies printed as a result of user error, formatting issues, printing the wrong document, printing too many pages of a document, or unwanted pages from a web page or e-mail.

Patron supplied paper is prohibited.

3D printing is available through 3D printers located at the Carnegie Museum of Montgomery County. Objects are priced by weight. Only designated museum staff will have hands-on access to the 3D printer.

Existing designs downloaded from 3D design websites or patron-created designs may be used as long as they fit within the machine's print area. Printed objects are not food safe. Inappropriate or obscene objects, those which violate copyright or patent law, and weapons or weapon components are prohibited. The museum reserves the right to refuse any print request.

Copyright Notice

Users of the Internet are responsible for all copyright compliance in accordance with the U.S. Copyright law (Title 17 US Code). All communications and information accessible via the Internet should be assumed to be private property.

All consequences of copyright infringement lie with the user. Crawfordsville District Public Library expressly disclaims any liability or responsibility resulting from such use activity.

Rules of Usage

CDPL has the right to set and enforce rules concerning the use of the Internet and to change those rules at any time, without notice. The library may limit available bandwidth in order to ensure a minimum standard of service to all users. All users, regardless of age, are expected to abide by the following rules:

Patrons accessing the Internet at the Crawfordsville District Public Library may use the Internet only for legal purposes, whether accessing it from the library's public workstations or using the library's wireless network with their own wireless-enabled mobile devices or a library-owned wireless device.

These rules also apply to e-mail environments accessed through the library's public workstations or the library's wireless network.

Some material on the Internet is abusive, profane, sexually-oriented or illegal. Accessing these materials from library computers is inappropriate and prohibited. Unacceptable uses of the Internet include, but are not limited to, the following:

- Sending, accessing, or displaying sexually-explicit or sexually-suggestive text, images, audio, or video of any sort;
- Engaging in harassing behavior such as sending or posting slanderous, libelous, sexual, threatening or patently offensive messages;
- Exposing children to harmful materials;
- Unauthorized disclosure, use, and dissemination of personal information, especially regarding minors;
- Sending unsolicited commercial material or spam;
- Misrepresenting oneself as another user;
- Using another patron's library card, digital access card, or computer guest pass;
- Attempting to modify or gain access to files, passwords, or data belonging to others;
- Attempting to gain unauthorized access, including so-called "hacking," to the library's or other computer systems and networks;
- Modifying or damaging hardware, software, peripherals, or data belonging to the library or other users; or
- Violating copyright laws and software licensing agreements.

Because the library is a public place, the Crawfordsville District Public Library reserves the right to suspend or terminate a patron's Internet session or Internet access privileges at any time, without prior notice, if a staff member observes any behavior which the staff member judges to be in conflict with any part of this policy, inappropriate for a library setting, or in other ways disruptive to library services. CDPL will be the sole arbiter of what constitutes abusive conduct or violation of the Internet and Computer Use Policy.

Use of the Internet by both patrons and staff may be monitored.

The library reserves the right to limit the amount of time users may spend online.

Illegal use of the library's public workstations also may be subject to prosecution by local, state, or federal authorities.

Disclaimers/Liability/Waiver

Because resources on the Internet are sometimes inaccurate, incomplete, or out of date, the Crawfordsville District Public Library does not assume responsibility for these resources. Patrons are responsible for evaluating the Internet resources they access. Beyond its library website, the Crawfordsville District Public Library cannot attest to the accuracy or acceptable nature of any resource.

Library staff will use discretion when assisting patrons with private transactions. The Crawfordsville District Public Library assumes no responsibility for damages—direct or indirect—to a user's data, devices, drives, discs, or files arising from the use of the library's computer systems or network.

In consideration for the privilege of using CDPL's Internet access, users hereby release and hold harmless CDPL from any and all claims of any nature arising from their use, or inability to use, the Internet.