

## **Linden Public Library Computer and Internet Policy**

The Linden Public Library provides lifelong learning opportunities for all. In keeping with this goal, the library offers public access to the Internet. This access recognizes the basic library principle of intellectual freedom and thus global access to information through the Internet.

### **PLEASE NOTE:**

The Linden Public Library does not monitor, endorse, nor have control over information obtained through the Internet. We are not responsible for its content. Much of the information on the Internet is timely, useful, and accurate. Some of it is out-of-date, erroneous, or offensive.

As with all other library materials, children's access to the Internet is the sole responsibility of the child's parent or guardian.

### **RULES FOR USE:**

1. Please sign in at the checkout desk. Patrons may use the computer for ½ hour or longer if no one else is signed up to use the computer. There is no charge to use the Internet.
2. Please ask the Librarian for any user names or passwords that you need to help assist with login.
3. Only one person should be at the computer, except for a child who may be accompanied by a parent or guardian. An agreement for minors (17 and under) must be signed at the library before Internet access by the minor and parent or guardian.
4. Reservations, by phone or in person, are available every week, Monday through Saturday. Copies are .15 cents for black and white; color copies, are 0.30 cents. Copies for schoolwork are free for up to ten (10) pages.
5. The person reserving the computer must arrive within 10 minutes of their scheduled time or the reservation will automatically be canceled. Use will be on a first come first serve basis when time is not reserved.
6. Patrons must provide their flash drives for downloading. Persons downloading material should be aware that the same copyright restrictions apply to online materials as well as print materials. The Linden Public Library will not be responsible for copyright infringement by a customer.
7. The library staff cannot provide in-depth computer training but will attempt to answer basic questions or help users locate resources on the Internet. Books, manuals, and other reference sources will also be made available.
8. The Linden Public Library cautions against giving personal information. Customers assume all risk/liability when divulging a credit card number or other personal information on the Internet. The library will not be responsible for charges, damages, or injuries resulting from such use.

9. Misuse or abuse of library computers or Internet access as determined by the Library staff may result in suspension of Internet access privileges. Patrons are not permitted to install, delete, copy, or modify library hardware or software.
10. Chat room use is not permitted on the computers. If a member of the library staff notices this, you will forfeit computer use for one week.
11. The Linden Public Library is not responsible for any virus, worm, mishap, or issue with the use of the patron using his/her laptop. The library will not be responsible for charges, damages, or injuries resulting from such use.

Adopted June 5, 2004

Board approved 4/27/2007

Board approved 11/30/2010

The board read and approved with no changes on 2/3/2016

The board read and approved with changes on 2/4/2020

## **Linden Public Library Internet Rules and Use Agreement for Minors**

My Parent or Guardian, and I, have read and understand the Internet Rules and Use Policy adopted by the Linden Public Library Board of Trustees. I will abide by these policies and understand that any violation may result in the loss of computer privileges.

User's Name (please print) \_\_\_\_\_

User's signature \_\_\_\_\_

Date \_\_\_\_\_

### **Parent or Guardian**

As the Parent or Guardian of \_\_\_\_\_, I have read the Internet Rules and Use Policy. I understand that access to the Internet is not without some risks. I realize that the Linden Public Library can't restrict controversial materials and I will not hold them responsible for materials acquired on the Network. Further, I accept full responsibility and agree to instruct my child on the safety and proper etiquette for the use of the Internet.

I hereby give my permission.

Parent or guardian's Name (please print) \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_

Signature \_\_\_\_\_