

Public Access to Electronic Information Networks

ELECTRONIC NETWORKS AND THE LIBRARY'S MISSION

Libraries make it possible for citizens to have access to the information they need to make informed decisions. As a member of the Illinois Library and Information Network (ILLINET), the FRANKLIN GROVE Public Library is committed to networking which represents good public policy by maximizing the use of the resources of all types of libraries. Every library user benefits from expanded access to information beyond the four walls of a single library building.

The FRANKLIN GROVE Public Library and all ILLINET libraries use electronic information networks such as the Internet for a variety of purposes:

1. access to shared automation systems that provide bibliographic access to the collections of the local library and libraries in the region and across the state;
2. access to the wealth of information resources available via the Internet; and
3. access to general and specialized shared licensed databases available to ILLINET member libraries through regional and statewide cooperative programs. Internet electronic mail service is available to patrons in libraries that elect to offer this service. In many areas of Illinois, regional community information networks are operational and offer library patrons access to Internet electronic mail and related services.

RELATIONSHIP TO OTHER LIBRARY POLICIES

The FRANKLIN GROVE Public Library's Policy for Access to Electronic Information Networks is part of the library's overall policy structure and should be interpreted in conjunction with other existing policies. Copies of all library policies are available upon request from a library staff member.

"GLOBAL" VERSUS "LOCAL" RESOURCES

Most resources available via the Internet and other electronic information networks are "global" resources rather than "local" resources. The library does not and cannot control the information content available through global resources such as information obtained from outside sources via the Internet. Internet resources enhance and supplement resources that are available locally within a library. Library users must be aware that this library does not exercise control over information obtained via the Internet and must keep in mind the following points when evaluating information obtained via the Internet:

1. Information obtained via the Internet may or may not be reliable and may or may not be obtained from a reliable source.
2. Information obtained via the Internet may or may not be accurate.
3. Information obtained via the Internet may or may not be current and up to date.
4. Links to information on the Internet may not always be valid, and particular information sites on the Internet may sometimes be unavailable and this unavailability often occurs unpredictably.
5. Certain information obtained via the Internet may be considered controversial by some library patrons.

The FRANKLIN GROVE Public Library urges library patrons to be informed consumers and carefully evaluate information obtained via the Internet. Library staff may be available to assist patrons in making judgments about the reliability or currency of certain types of Internet information sources, but are unable to provide definitive analysis of particular sources due to the extremely large variety and volume of information available via the Internet.

This library is not responsible for damages, indirect or direct, arising from a library patron's use of Internet information resources.

LIBRARY PATRONS RIGHTS

Library patrons have certain rights with respect to use of electronic information networks such as the Internet. This library will work with other libraries in the Illinois Library and Information Network to preserve and protect these rights, subject to limitations imposed by licensing and payment agreements with database providers.

Library patrons have the right to confidentiality and privacy in the use of electronic information networks to the extent possible given certain constraints such as proximity of other patrons and staff in public access settings.

Library patrons have the right to equitable access to electronic information networks.

Library patrons have the right to access and read all library service policies and discuss questions with appropriate library staff.

PATRON ASSISTANCE AND INSTRUCTION

The FRANKLIN GROVE Public Library's staff may provide assistance to patrons in the use of electronic information networks as time and staff knowledge permits. Printed and online documentation and instructions are available at or near points of service. Formal instruction in particular aspects of electronic information network use may be available.

USE OF EQUIPMENT AND NETWORKS

The FRANKLIN GROVE Public Library requires that library patrons using electronic information networks such as the Internet do so within the guidelines of acceptable use. The following activities are unacceptable:

1. use of electronic information networks for any purpose which results in the harassment of other users;
2. destruction of, damage to or unauthorized alteration of the library's computer equipment software, or network security procedures;
3. use of electronic information networks in any way, which violates a Federal or State law;
4. use of electronic information networks in any way which violates licensing and payment agreements between [this library] and network/database providers,
5. unauthorized duplication of copy protected software or violation of software license agreements;
6. violation of system security; and

7. behaving in a manner that is disruptive to other users, including but not limited to overuse of computer equipment which serves to deny access to other users.

CHILDREN'S ACCESS TO ELECTRONIC INFORMATION NETWORKS

The FRANKLIN GROVE Public Library supports the right of all library users to access information and will not deny access to electronic information networks based solely on age.

This library recognizes that the electronic information networks such as the Internet may contain material that is inappropriate for children. Parents are expected to monitor and supervise their children's use of the Internet. Library staff are unable to monitor children's use. Parents are encouraged to discuss with their children issues of appropriate use and electronic information network safety.

LIBRARY PROCEDURES RELATING TO ELECTRONIC NETWORKS

This library has developed certain procedures to assist staff and patrons in the use of electronic information resources. These procedures include (but are not necessarily limited to) the following:

1. time limits for access to allow use of resources by the maximum number of library patrons;
2. cost recovery for printouts using the library's computer equipment;
3. priority usage for accessing the library's online catalog;
4. specific instructions for downloading including compliance with virus protection measures;
5. restrictions on the use of personal software on library computer equipment; and
6. a registration and use agreement form which must be completed prior to usage.

BREACH OF POLICY

Violation of any aspect of this policy will result in the loss of library privileges for one month for the first offense and suspension of library privileges for one year for the second offense.

FRANKLIN GROVE PUBLIC LIBRARY

Electronic Information Networks Registration and User Agreement

NAME (PLEASE PRINT): _____

REGISTRATION AND USER AGREEMENT

1. I have read the policies concerning the use of the Franklin Grove Public Library's Internet computer and agree to abide by the policies.
2. I agree to pay any repair or replacement costs of equipment or software damaged by myself or by minors for whom I am responsible.
3. I understand that copyright laws restrict duplication of copyrighted software, and I will follow all copyright laws.
4. I understand that if I fail to abide by the Franklin Grove Public Library's Internet policies, I will lose eligibility for use of this service.
5. I understand and acknowledge that the Internet contains material of a controversial nature including pornography, obscenity, inflammatory or dangerous material, and that XYZ Library has no control over the Internet and assumes no responsibility for the content, quality, accuracy, currency or appropriateness of any Internet resources.

Signature: _____

Library Card ID or Barcode Number: _____

Date: _____

FOR PATRONS UNDER THE AGE OF 18:

As the parent or guardian of I give permission for my child to use the Internet computer(s) at the Franklin Grove Public Library, with the understanding that I am responsible for monitoring my child's appropriate use of this service and that I am responsible for any damage that may occur and that I have read, understand and agree to the above statements.

PARENT OR GUARDIAN SIGNATURE: _____

Date: _____

Computer Access

30 minute session

2 sessions per day for children 8-14

4 sessions per day for adults 15+

Extra session time may be arranged with library staff in advance

Children under eight years of age may use the computer with adult supervision.

No charge for Franklin Grove Public Library cardholders.

Wireless Users Agreement

Set up for Check "I Agree" to proceed

Equipment and Computer Use

The library reserves the right to limit, refuse, and/or ban any patron from using the library equipment and computers. Anyone under the age of 8 must be accompanied by a parent or guardian while using library equipment or computers. Equipment or computer use is on a "first come, first served" basis. All patrons shall log in at the circulation desk prior to use. Usage is limited to ½ hour blocks.

Copyright laws forbid duplication of copyrighted software. No one will be allowed to destroy, damage, or cause unauthorized alteration of the library's computer hardware or software. **DOWNLOADING IS PROHIBITED ON LIBRARY COMPUTER HARD DRIVE.** The library will not allow the use of personal software on library computers. There is a charge of \$0.10 per page for printing from a library computer. Color copies are \$0.30.

Computers will be shut down 5 minutes before closing.

Amended February 2, 2010

Amended February 2, 2018

**PARENTAL PERMISSION FORM FOR INTERNET USE
AND/OR PERMISSION TO CHECK OUT "R" RATED DVDS**

Form must be completed & returned in person by parent or guardian

As the parent or legal guardian of:

I grant permission for my minor child to use the Franklin Grove Public Library's internet service. I have read the libraries Internet Policy and discussed it with my child knowing that some materials on the internet may be objectionable. I accept personal responsibility for the guidance of my child's internet use. I further accept responsibility for and hold the Franklin Grove Public Library harmless from any damages caused by my child's use of the internet, whether such damage is to hardware / software, or by virtue of a claim by any party alleged to have been damaged from any material or comment posted by my child on the internet.

I grant permission for my minor child to check out "R" rated movies.

If granting permission, please initial. _____.

Age of minor _____. Card # of minor child _____

Mailing Address

Telephone Number

Child's Birthdate

Signature of Minor

Date

Please print name of Parent or Legal Guardian

Signature of Parent or Legal Guardian

Date

By signing this document you are agreeing to comply with the Franklin Grove Public Library computer policy.

Detach and return **only first page** to the front desk. The second page is **YOUR COPY** of computer policy.

Franklin Grove Public Library Information on Wireless Network

The Franklin Grove Public Library also has a free wireless network available for patrons. All you need to connect is your laptop or device with a wireless card.

The service is free to all Library customers. Customers bring their own wireless-enable laptop computer or other wireless device to the Library to use the service. The Library does not loan laptops, wireless cards, or PDAs.

Wireless network users agree to abide by the Library's Computer Use Policy.

Library staff cannot disable the filter on non-library computers.

Library personnel are not able to help wireless network customers configure their laptop computers or other equipment. Everyone's computer is different; the Library cannot support customers' equipment configurations. The Library cannot be responsible for any changes customers make to their equipment.

Printing is not available from laptop computers. If you need to print something, save your work to a disk or e-mail the files to yourself and then sign up to use a library computer that is connected to a printer.

Your information is not protected while using the wireless network. Keep this in mind when accessing sensitive or personal information.

A fully charged battery is recommended. Public electric outlets may not always be available. Customers may not string electrical cords across areas where people may be walking.