

Computer/Internet Usage Policy

MISSION STATEMENT

The primary goal of the Sturgis Public Library is to provide equal access to up-to-date information in useful formats; to create environments that foster a literate community, life-long learning, and personal enrichment; to strengthen information partnerships through resource sharing; and to actively promote library services, programs, and materials to the community.

Consistent with the Sturgis Public Library Mission Statement, the library provides computer and Internet access for research, education, and personal enrichment.

ACCESS BY MINORS

Sturgis Public Library is aware of the need to protect children from inappropriate or graphic content on the internet and has controls in place to meet CIPA requirements.

RULES GOVERNING USE

Due to the limited resources available for provision of public access to computers and the internet, the library may set limits, for example, on use of large files of still or moving images or sound, or on downloading or uploading files in any medium. The library also reserves the right to limit the amount of time an individual user can devote to a single session. The public must comply with all applicable federal, state, and local laws governing the transmission and dissemination of information while accessing the internet and with all library policies and procedures.

PUBLIC USERS' SECURITY

Users should be aware that the internet and the library's wireless network are not secure mediums and that third parties may be able to obtain information regarding users' activities. However, Sturgis Public Library will not release information on the use of specific computer or internet resources by members of the public except as required by law or necessary for the proper operation of the library.

Users are responsible for what they access online and for the information they share online. Users are responsible for practicing basic online safety such as navigating to real websites, signing out of accounts, and protecting their personal information. Users are responsible for any loss they may incur from the use of the library computers, network, or facilities.

INTERNET USE

The same principles that guide the use of other library resources apply to the use of the internet. The Sturgis Public Library expects patrons to use the internet in a responsible manner respecting the rights of others and our library rules of behavior. Use of the internet is a privilege, not a right, and unacceptable use will result in suspension or cancellation of the privilege.

Patrons should check in at the desk to use the computers and will be assigned a computer when necessary.

Access sessions may be limited to 30-minute segments, depending on user demand.

Users will respect copyright laws and licensing agreements.

Homework, research on the internet, or using library online resources is a priority use over other activities such as e-mail, social media, or games.

By mutual agreement, two persons may share one access session as long as their behavior or conversation does not disturb other users or library staff.

As with other library materials and services, parents or legal guardians of children are responsible for the information selected or accessed by their children. Parents should let their child know if there are materials that they do not want him/her to use.

If a user feels that a website should be blocked or unblocked, they may fill out a Website Reconsideration Form. The library will examine the website and determine if the website status should be changed based on library policy.

UNACCEPTABLE USE

Internet computers shall not be used for illegal activity, to access illegal materials for unacceptable use, or to access materials that would be considered obscene.

Examples of unacceptable use include, but are not limited to:

- Degrading or disrupting equipment or system performance
- Installation, downloading, or modification of software
- Vandalizing the data of any other user
- Gaining unauthorized access to resources, restricted files, or networks
- Attempting to view or read material being used by others
- Violating Federal, State, or local laws or regulations
- Using sounds or visuals that may be disruptive to others
- Accessing material that is obscene, such as any type of pornography, or accessing sites that are not allowed to minors.

SANCTIONS FOR ABUSE OF INTERNET PRIVILEGES

When an abuse of internet privileges is observed or is called to the attention of the librarian, the patron will be suspended from computer use for the rest of the day.

Repeated unacceptable use and/or gross and flagrant abuse will result in suspension from the library.

Patrons who persistently abuse internet privileges will be permanently suspended from use of internet terminals in the Sturgis Public Library. This will be done by the Library Director or designated staff upon full investigation and documentation of all abuses and complaints.

When access privileges are suspended or terminated, patrons will be given information concerning the process to protest the action and/or request that internet access privileges be reinstated.

All apparent violations of state, federal, or local laws will be referred to appropriate legal authorities.

PRINTING/COPYING

Printing and copying fees are \$.15 per page in black/white and \$1.00 per page for color. The printing fee is charged even if a patron provides his/her own paper. At no time should anything that falls under the unacceptable use categories listed above be printed using the Sturgis Public Library printers. The library is unable to perform large printing, copying, scanning, or laminating jobs for patrons. A self-service copier is available for patron use.

HEADPHONES

Patrons who wish to hear audio content in the library must use headphones. The library does not provide headphones.

TRAINING

Staff is available to introduce internet access and provide initial instructions on its use. However, to ensure the equitable delivery of all library services, the amount of time staff has available to provide internet instruction is limited. Individual computer training can be scheduled with staff as requested. Library staff members are not allowed to perform computer or internet tasks for the patron—patrons must create their own accounts, profiles, passwords, and documents. Exceptions may be made at the director's discretion. Staff may refuse to assist patrons uploading documents which may appear to constitute unacceptable use as defined in this policy.

Adopted: 08/27/14

Revised: 9/27/23

Website Reconsideration Form

Fill out this form to request that a website be blocked or unblocked.

Name _____

Email _____

Phone _____

Website _____

Action (please circle): Block OR Unblock

Reason for Request:

