

## **Internet Access/Computer Use Policy**

*(This policy must be read and agreed upon by patron and/or legal guardian before Internet access or computer use is provided.)*

The Wood County District Public Library provides access to the internet in order to access informational and educational resources that augment the library's local collections. The library may restrict access to resources that are inconsistent with the library's material selection policy. The library may also restrict access to internet hosts that are known to distribute data that could be harmful or detrimental to the library network's security or functionality and/or hosts that are known to distribute data contrary to law.

Internet access is considered a privilege and patrons are expected to abide by all rules, policies, and regulations governing its use.

### **Guidelines for Use:**

***Patrons are responsible for using the library's access to the internet in an appropriate manner. Parents and/or legal adult guardians of minor children are responsible for supervising their minor child[ren]'s Internet use.***

Patrons must have a valid library card in order to access the Internet. Patrons must resolve all outstanding fines and return overdue materials before gaining access to the computers.

Use of the computers is on a first-come, first-served basis. Computer use is limited to one hour per day. However, if no one is waiting to use the computers, patrons may extend their use. Each computer is to be used by one person at a time unless a second person is functioning as an assistant. At no time shall there be more than two persons per computer. Users are expected to respect the rights of others and to conduct themselves in a responsible manner.

Patrons should possess basic computer skills prior to using the library's computers. Library staff cannot provide individualized training to patrons.

There is a charge for printing from the library's computers. Payment for printouts must be made prior to leaving the building.

Access to or display of obscene language and sexually explicit graphics as defined in Sections 2907.01 and 2907.31 of the Ohio Revised Code is strictly prohibited.

U.S. copyright law (Title 17, U.S. Code) prohibits the unauthorized reproduction or distribution of copyrighted materials, except as permitted by the principles of "fair use." Users may not copy or distribute electronic materials without the explicit permission of the copyright holder.

Use of another's account to access the Internet is prohibited. Users are prohibited from misrepresenting themselves as another user; attempting to modify or gain access to files, passwords, or data belonging to others; seeking unauthorized access to any computer system, or damaging, misusing, or altering hardware or software components of any network or database. Attempting to circumvent library security or computer management systems is prohibited.

All personal documents must be saved on the user's own storage media. Users are not permitted to save materials to the library's computers because library computers will not retain saved documents.

Access to the internet stations may be managed differently in each library location.

**Disclaimers:**

The Internet is an information resource beyond what one can find in the traditional library collection. It is not regulated by the library staff or any government or commercial entity. Therefore, some information found on the Internet may be controversial, inaccurate, misleading, or objectionable. Information available through the Internet is not guaranteed by the library to be accurate, authoritative, factual, or complete. All users of this service agree to hold the library harmless from any and all claims, losses, damages, obligations, or liability, directly or indirectly relating to this service and/or the network information available via this service. In no event shall the library have any liability for lost profits or for indirect, special, punitive, or consequential damages or any liability to any third party.

The library assumes no liability for any loss or damage to user's data or devices, or for any personal damage or injury incurred as a result of using the library's computing resources. This includes damage or injury sustained from invasions of the user's privacy.

**Misuse of Computers and/or Internet Access:**

**Misuse of library computers and/or violation of this policy will result in the loss of computer and Internet privileges. Individuals using library resources for illegal purposes will be reported to law enforcement and may be subject to prosecution.**

The Board of Trustees reserves the right to change this policy as needed.

Revised policy adopted by the Board of Trustees, July 11, 2007.

Birthdate:     /    /      
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*I have read this policy and agree to abide by all the library's rules for internet access and/or computer use. Parents and /or legal adult guardians of minor children under the age of 18 are responsible for all information and materials their child accesses from the library.*

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Last Name, First MI (Please print)

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Library Card Number

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PIN

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Address

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Phone Number

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Signature  
(Parent/Legal Guardian if under 18)

\_\_\_\_\_  
Print Name  
(Parent/Legal Guardian if under 18)

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(Child's Signature)