Wood River Public Library Computer & Internet Use Policy

By using a Wood River Public Library public access computer or wireless connection, you agree to comply with all applicable municipal, Illinois, and Federal laws, and all library policies. The Library reserves the right to limit, refuse, and/or ban any patron from using the library computers.

Relationship to other Library Policies:
The Wood River Public Library's Internet Use Policy is part of the library's overall policy structure and should be interpreted in conjunction with other existing policies.

Requirements for Use:
Every user must have a valid library card, or provide an ID to qualify for a Guest Pass. Every user must use his or her own library card, which must be in good standing.   Guest Passes may be provided to users who do not reside within the boundaries of Wood River. A Guest Pass may be given as a onetime exception at staff's discretion to ineligible users.

Use by Children and Young Adults:
Users under the age of 18 must have a parent or guardian's permission before using a computer. Users must use their own library cards. Non-card holders under 18 without a parent may only use a homework-designated computer. Minors with a parent may be issued a guest pass if a parent accompanies the child on a JV computer.

Wood River Public Library does use filtering software on all computers; however parents and guardians have the ultimate responsibility to supervise and guide the use of the Internet by their children. Parents are strongly advised to read over the FBI's "Parent's guide to Internet Safety" found at http://www.fbi.gov/stats-services/publications/parent-guide/parentsguide.pdf before allowing any minor permission to access a computer. A copy of this article can be printed at no charge upon request by any parent or guardian.

Wireless Access:

The Wood River Public Library provides a filtered/unsecured wireless access network for users with wireless electronic devices between the hours of 8AM & 8PM. This service is not to be used as a permanent connection. Wireless access is less secure than wired access. Signal strength may vary in the building and there is no printing capability.

Most wireless electronic devices will be compatible with the library's access points. However, the library cannot guarantee that your hardware will work with the library's wireless access network. If a user experiences problems connecting to a wireless access point, staff will verify that the library's wireless access network is operational, but staff are not trained to configure or troubleshoot wireless electronic devices.

Use of the Wood River Public Library wireless access network is entirely at the risk of the user. The library assumes no responsibility for the safety of equipment or device configurations, security, or data files resulting from connection to the library's wireless access network or the Internet, or liability for any consequent damage to hardware, software or data.

Time limits:
Use of computers is on a first-come first-serve basis. Wood River library users are allowed 180 minutes a day. Guests without a valid library card are allowed 30 minutes on a Guest Pass. Computer use time may be extended if there is no wait for the computers or if a user requires an extended amount. Users with a guest

pass may have time extended up to, but not to exceed, 120 minutes for $2.00. The Director has the authority to make an exception at his/her discretion.

Downloading / Saving:
Users may download files to a USB drive or portable storage device, or email it to themselves. No information can nor should be saved to the computer's hard drive. The Library is not responsible for any loss or damage to personal materials or information.

Printing:
The copier serves as a printer for all patron computers. Users are charged the current copy fee for all printouts, even pages printed by mistake. Use of the "Print Preview" feature is recommended before printing.

Computer Assistance and Instruction:
Wood River Public Library staff may provide assistance to patrons (as time permits) in the use of the Internet in the following manner:
- Demonstrate basic search techniques
- Assist with informational searches
- Provide instruction in setting up simple email accounts with Gmail or Yahoo

When possible, the Technology Manager will be available for in-depth one-on-one assistance or will offer instructional classes. Other Library staff will not provide instruction in the use or implementation of specific computer programs or websites.

Privacy and Courtesy:
The Internet, the Library, and its computers are all considered "public." Users are not guaranteed privacy. Users are responsible for the protection of their own information. The Library may not be held responsible for any outcomes resulting from using the Internet or using information found on the Internet. The Library may not be held responsible for the content of any site accessed on the Internet.
Users are expected to be courteous of other computer users and refrain from activities that may interfere with another person's computer use.

The Following Actions are Prohibited:
- Damaging or attempting to damage computer equipment.
- Attempting to alter software configurations in a malicious matter. If configurations must be changed, ask permission of library staff.
- Engaging in any activity which is deliberately and maliciously offensive, libelous, or slanderous.
- Displaying text or graphics which are obscene or which may reasonably be construed by library staff as offensive or threatening to the public.
- Share information about others of a personal nature (name, address, phone numbers, social security numbers, etc).

You may not intentionally view any materials deemed as pornographic. If you are found on anything deemed as pornographic material, you will be banned from the library for 6 (six) months from the date of the incident.

Approved by the Board of Trustees on March 27, 2015.
Revised by the Board of Trustees on December 15, 2016.