

Havana Public Library District
Internet Access Policy

Libraries make it possible for citizens to have access to the information they need to make informed decisions. Every library user benefits from expanded access to information beyond the four walls of a single library building.

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

- 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.
- Access to the wealth of information resources available via the Internet.
- 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 Havana Public Library District 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:

- Information obtained via the Internet may or may not be reliable and may or may not be obtained from a reliable source.
- Information obtained via the Internet may or may not be accurate.
- Information obtained via the Internet may or may not be current and up to date.
- 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.
- Certain information obtained via the Internet may be considered controversial by some library patrons.

The Havana Public Library District urges library patrons to be informed consumers and to 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 Havana Public Library District staff may not provide more than cursory computer assistance. Library staff cannot fill out medical, financial, or legal forms. Library staff cannot create or maintain email addresses for library patrons, nor can patrons use library email accounts for personal business.

Use of Equipment and Networks

The Havana Public Library District 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:

- Use of electronic information networks for any purpose which results in the harassment of other users.
- Destruction of, damage to, or unauthorized alteration of the library's computer equipment software or network security procedures.
- Use of electronic information networks in any way which violates a Federal or State law.
- Use of electronic information networks in any way which violates licensing and payment agreements between the library and network/database providers.
- Unauthorized duplication of copy-protected software or violation of software license agreements.
- Violation of system security.
- 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 Havana Public Library District 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 cannot and will not monitor children's computer and internet 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:

- Time limits for access to allow use of resources by the maximum number of library patrons.
- Cost recovery for printouts using the library's computer equipment.
- Priority usage for accessing the library's online catalog.
- Specific instructions for downloading including compliance with virus protection measures.
- Restrictions on the use of personal software on library computer equipment.

A registration and use agreement form must be completed prior to usage.

Breach of Policy

Violation of any aspect of this policy may result in the loss of library privileges.

Approved by the Havana Public Library District Board, April 20, 2017

Havana Public Library District
Electronic Information and Computer Networks Registration and User Agreement

Name (please print):

Last _____

First _____

Registration and User Agreement

(please initial beside each statement)

I have read the Havana Public Library District's Internet Access and Computer and Equipment policies. I agree to abide by these policies.

I agree to pay any repair or replacement costs of equipment or software damaged by myself or by minors for whom I am responsible.

I understand that copyright laws restrict duplication of copyrighted software, and I will follow all copyright laws.

I understand that if I fail to abide by the Havana Public Library District's Internet Access and Computer and Equipment policies, I will lose eligibility for use of these services.

I understand and acknowledge that the Internet contains material of a controversial nature including pornography, obscenity, inflammatory, or dangerous material, and that Havana Public Library District has no control over the Internet and assumes no responsibility for the content, quality, accuracy, currency, or appropriateness of any Internet resources.

Signature _____

Library ID _____

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 Havana Public Library District 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.

Signature of Parent or Guardian _____

Date _____