



Internet and Computer Acceptable Use Policy

Manchester District Library provides Internet access for the educational, informational, and recreational use of library patrons. Patrons in good standing have access to computers in the library with Internet and word processing software. The library also provides free, unsecured wireless Internet access throughout the building for those who bring their own laptop, smart phone, tablet, or similar devices. To ensure equal access to resources and comply with national, state and local law, the library requires that computer users abide by the following policies.

Access:

- To use the library's public computers, patrons must have a current library card and be in good standing with fines not exceeding \$15.00. Visitors, or others who do not have a library card, may request a guest pass at the Circulation Desk. Patrons may not use another person's library card to log in.
- The library uses time-management software on the public computers. Computers are made available on a first-come, first-serve basis. If all computers are full, patrons will be put on an automated wait list and notified when a workstation opens up. Patrons may use the computers in 30 minute increments, to be extended to 4 hours total per day if there are no other patrons waiting. The library reserves the right to end an Internet session if time limits are exceeded. The library also reserves the right to extend sessions based on computer availability and patron need (for example, for taking tests or completing applications or on-line forms).
- The library offers black and white printing from the public workstations. The first 3 pages printed are free; after that each page is \$.10, payable in advance at the circulation desk.
- Patrons are not allowed to download material to the library's computers, to install their own software, or to alter computer configurations. Patrons are encouraged to use portable drives (such as USB drives) or on-line document retrieval services to save their personal documents. The library is not responsible for lost documents.

Internet Content and Filtering:

The Internet allows the library to provide access to information beyond the confines its own collection. As an unregulated medium, the Internet is comprised of a huge variety of information and commentary. Not all of that information is current or accurate, and some material may be upsetting or offensive. MDL is not responsible for the content or accuracy of information accessed on the Internet.

MDL uses an internet filter to restrict access to content considered prohibited under Michigan Public Act 212 of 2000 (the Michigan Library Privacy Act, MCL 397.601 et seq). The act, and the court cases interpreting the act, define “obscene matter” and “sexually explicit matter” as “prohibited content.” MDL uses the least restrictive settings available from the internet filter vendor that block such material, and relies on the vendor to accurately identify and filter prohibited content. The Board reserves the right to change the vendor used for internet filtering.

As all of the library’s computers are in public areas where images on the screens may be seen easily by passerby of all ages, all of the library’s public computers are filtered. Adults (ages 18 and older) may request filtering be turned off during their session.

Use by Minors:

Unlike schools, the public library does not serve *in loco parentis* (in place of a parent). Library staff members can help guide and educate users while they use the Internet, but they cannot monitor or limit children’s use. Parents/guardians are responsible for what minors read or view on the Internet, and should provide them with guidelines on acceptable use of electronic resources, including email, social media (Facebook), and chat. The library cannot guarantee that the filtering software alone will fully protect children from objectionable material.

Unacceptable Use:

The library reserves the right to end the user’s session if Internet use results in disruption of library services, illegal or unacceptable use, or if patron behavior becomes inappropriate for a library setting. Misuse or abuse of the computer or Internet access will result in suspension of Internet access privileges. Depending on the offense, the patron may be asked to log off for the day, or may have their privileges suspended for one week or longer. If the patron is a minor, the parents will be notified.

Illegal acts involving library computing resources may also be subject to prosecution by local, state, or federal authorities. Such acts include, but are not limited to: using the computer for illegal activities; display of obscenity or child pornography; hacking into the library's or any other computer system; damaging or attempting to damage library equipment or software; sending harassing messages; interfering with system operations or security; and violating copyright laws and software licensing agreements.

U.S. Copyright law (Title 17, U.S. Code) prohibits the unauthorized reproduction or distribution of copyrighted material, except as permitted by the principles of fair use. Users will respect and uphold copyright laws. Any responsibility for any consequences of copyright infringement lies with the user; the library expressly disclaims any liability or responsibility resulting from such use.

-Approved by Library Board July 8, 2002

-Revised January 12, 2004

-Revised March 11, 2013