Lebanon Public Library – Computer and Internet Acceptable Use Policy

The Lebanon Public Library makes no warranties of any kind, neither expressed nor implied, for the Internet access it is providing. The Library will not be held responsible for the accuracy, nature, or quality of the information stored and gathered through the Library-provided Internet access. The Library will not be responsible for unauthorized financial obligations resulting from Library-provided access to the Internet.

Any computer use may be suspended or revoked by Library staff at any time, without notice or hearing, for abusive conduct or violations of the conditions set forth in this document. Library staff will be the sole arbiter of what constitutes abusive conduct or violation of the Lebanon Public Library Acceptable Use Policy. Any person who refuses to comply with any of the following guidelines will be asked to leave the library premises.

Section A: General Guidelines of Usage

- All patrons, regardless of residency, are allowed access to the Internet while in the Library. Patrons under the age of 18 require parental consent for access. See **Section C** for more details.

- Computer and Internet users at the Library fall into one of the following categories:

  - Evergreen Indiana users who access the computers through their Evergreen Library card with their login credentials. Cards are non-transferable.
  - Regular visitors who do not have an Evergreen Indiana Library card who can receive a blue computer usage card with valid ID.
  - Occasional or one-time visitors who can obtain a guest login from Library staff with valid ID. Guest logins are non-transferable between departments and patrons.

- Patrons will be required to accept the conditions of this policy each time they log-in.

- Patrons using the computer lab in the Audio/Visual Department will receive three hours of computer usage time and must be 14 or older. Time extensions will be given at the Audio/Visual Department's discretion. Patrons will not receive extra time if there's a waiting list to access a computer.

- Patrons using the "quick access" computers at the Main Circulation desk will receive one hour of computer usage time. If patrons are seeking additional time or assistance they should use the computer lab located on the second floor in the Audio/Visual Department.

- Patrons using the Young Adult computers will receive one hour of computer usage time and must be between the ages of 12 and 18.

- Patrons using the Children's Department computers will receive one hour of computer usage time and must either be an adult watching a child or under the age of 14. Time extensions are given at the Children's Department's discretion.

- The Heritage Center computers are reserved for genealogical and local history research. The Heritage center reserves the right to extend or shorten computer usage time as needed based on demand.

- All workstations in the Library will shut down 10 minutes prior to the Library closing.

- Wireless users are expected to comply with this policy. The Library is not liable for any damage done to a patron's personal device while using the Library's wireless network.

- Filtering software is being used on all Library computers.

- The Library does not offer email accounts for patrons. Any patron wishing to create an email account should see the computer lab located on the second floor in the Audio/Visual Department for assistance.

- All files on the Library's computers are property of the Library. The Library has software that erases all content upon successful log-off of the computers. No files will be retained. Patrons are encouraged to bring their own storage devices if they wish to save files while using the Library's computers.

- Library staff can help patrons connect to the Library's Wi-Fi and provide wireless printing instruction sheets, but cannot perform repairs or troubleshoot patron's equipment. If patrons have general questions about using the library databases, software, accessing email, or viewing specific websites the library may be able to provide assistance. For specific questions about hardware or software, patrons should contact the manufacturer of their device.

- The Library offers printing and copying services to patrons. Refer to the following table for pricing.

Black & White Copies	$0.10 each
2 Sided Black & White Copies/ Legal Size Black & White Copies	$0.15 each
Color Copies	$0.25 each
2 Sided Color Copies/ Legal Size Color Copies	$0.30 each

Section B: Inappropriate Internet Conduct

- Users may not utilize workstations or any mobile computing device to:

- Access, upload, download, display, or distribute pornographic, obscene, or sexually explicit material. Display of obscene materials in a public place is a Class D Felony in Indiana.
- Vandalize, damage, or disable the property of another individual or the Library.
- Access another individual's materials, information, or files without their permission.
- Violate copyright laws or otherwise use the intellectual property of another individual or organization without permission.
- Conduct unlawful or malicious activities such as hacking.
- Disrupt other users or Library staff.
- Transmit messages that are defamatory, threatening, intimidating, or could be classified as harassment.
- Misrepresent oneself or the Library.

- Users found in violation of **Section B** are subject to loss of privileges. The following table is just a guideline. The Library reserves the right to make judgment calls on the severity of violations.

1st offense	Banned for the rest of the day.
2nd offense	Banned for one month.
3rd offense	Banned for six months.
4th offense	Could result in permanent loss of privileges.

Section C: Users Under 18

The Library offers Internet access to assist in establishing educational and informational objectives. The Children's Department offers computers for the use of children aged 13 and younger.

Parental consent to access the Internet is required for patrons aged 17 and younger. By allowing their children access to the Internet, parents are accepting the terms of this policy.

While the Children's Department computers are filtered, parents or guardians of minors are ultimately responsible for setting and conveying standards for children concerning Internet usage. Parents should be aware that some material accessible via the Internet might contain items that are illegal, sexually explicit, defamatory, inaccurate, and objectionable. It is possible to purchase goods and services via the Internet and as a guardian you are responsible for any financial obligations.

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Reviewed & Amended 11-29-2006
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Reviewed & Amended 9-25-2012
Reviewed & Revised 2016

The Library Board reserves the right to revise this policy at any given time.