



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 or age, are allowed access to the Internet while in the Library. See **Section C** for more details about users under 18.

- 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 public computers will receive one hour of computer usage time and must be 14 or older, unless in the Children's Department. Time extensions will be given at the Circulation Department's discretion. Patrons will not receive extra time if there's a waiting list to access a computer.

- 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.
- 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, 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.

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

Section C: Users Under 18

The library offers internet access to assist in establishing educational, informational, and recreational objectives. The library allows all patrons, regardless of age or residency, to access the internet while in the library. Parents of minors who do not wish their minor to use the internet at the library, or use it only with adult supervision, must enforce this with their minor children. Parents and guardians are strongly recommended to supervise their children while they access library computers.

Children ages 13 and under who wish to access the internet, and who do not have a supervising adult with them at the library, may only use the computers located in the Children’s Department. Minors ages 14-17 may use any public computer.

Library staff is not responsible for monitoring internet use by minors. Library staff cannot act in the place of parents in providing constant care and supervision of minors as they explore the internet. The responsibility of what children read or view on the internet rests with parents or guardians. Minors with or without adult supervision are still beholden to all the terms in the policy, including loss of privileges for violations of the policy.