

## **Electronic Information Networks**

### **Public Access**

Libraries make it possible for citizens to have access to the information they need to make informed decisions. As a member of the Illinois Library and Information Network (ILLINET), the Du Quoin Public Library is committed to networking, which represents good public policy by maximizing the use of the resources of all types of libraries. Every library user benefits from expanded access to information found beyond the four walls of a single library building.

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

1. 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.
2. Access to general and specialized shared licensed databases available to ILLINET member libraries through regional and statewide cooperative programs.
3. Access to the wealth of information resources available via the Internet.

### **“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:

1. Information obtained via the Internet may or may not be reliable and may or may not be obtained from a reliable source.
2. Information obtained via the Internet may or may not be accurate.
3. Information obtained via the Internet may or may not be current and up to date.
4. 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.
5. Certain information obtained via the Internet may be considered controversial by some library patrons.

The Du Quoin Public Library urges library patrons to be informed consumers and 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 Patron's Right to Electronic Information Access**

Library patrons have certain rights with respect to use of electronic information networks such as the Internet. The Du Quoin Public 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 Du Quoin Public Library's staff may provide assistance to patrons in the use of electronic information networks as time and staff knowledge permits. Printed and online documentation and instructions are available at or near points of service. Formal instruction in particular aspects of electronic information network use may be available.

### **Use of Equipment and Networks**

The Du Quoin Public Library 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:

1. Use of electronic information networks for any purpose which results in the harassment of other users,
2. Destruction of, damage to, or unauthorized alteration of the library's computer equipment software or network security procedures,
3. Use of electronic information networks in any way which violates a Federal or State law,
4. Use of electronic information networks in any way which violates licensing and payment agreements between [this library] and network/database providers,
5. Unauthorized duplication of copy-protected software or violation of software license agreements,
6. Violation of system security,

7. Behaving in a manner that is disruptive to other users, including but not limited to overuse of computer equipment that serves to deny access to other users.

### **Children's Access to Electronic Information Networks**

The Du Quoin Public Library 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. The library staff is unable to monitor children's 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:

1. Time limits for access to allow use of resources by the maximum number of library patrons,
2. Cost recovery for printouts using the library's computer equipment,
3. Priority usage for patrons waiting access the library's online catalog,
4. Specific instructions for downloading including compliance with virus protection measures,
5. A ban on the use of personal software on library computer equipment,
6. A registration and use agreement form that must be completed prior to usage.

### **Breach of Policy**

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

### **Internet Guidelines**

It is the policy of the Du Quoin Public Library to provide Internet access to the public for educational and informational use. Du Quoin Public Library cardholders with no fines or overdue materials may access the computers for no charge for a limit of one hour each day that may be extended based upon availability. Non-Du Quoin Public Library cardholders may access the computers for a limit of one hour per day.

Any and all users of the public access Internet stations will, by use of these stations, agree to the following guidelines.

- I. All users must be making payments on any outstanding fines and not have overdue materials before they can use the Internet or sign for a minor.

2. Use of all the Internet stations will be limited to one (1) hour per day. Extensions may be provided at the discretion of library staff.

3. Any child under the age of 10 must have a parent or guardian with them at the Internet station before they will be allowed to use the station. Children between the ages of 10 and 16, if they have parental permission, signed in the presence of the library staff, and hold a Du Quoin Public Library card that is in good standing, are allowed to use the Internet station without an adult present. The Du Quoin Public Library does not assume any responsibility for the use of the Internet by a minor.

4. Users will have access to millions of Internet sites via the World Wide Web. In addition, the library will not monitor an individual's use of any sites except when material displayed on the screen is not appropriate in a public environment. Supervision of children under 18 regarding content is at the discretion of the parent or guardian; library staff is not responsible for determining what is appropriate for any individual.

5. Patrons must be responsible for verifying any information they obtain on the Internet.

6. Patrons may print information from the Internet station at the cost of twenty-five cents (\$.25) per page. Users are financially responsible for all printouts. Downloading or file transfer of any data over the Internet to a station's hard drive is strictly prohibited. Patrons may use external storage devices.

7. The patron and/or the parent/guardian are liable for any damage done to an Internet station's hardware or software and for any illegal or unethical acts performed through our system. This is not limited to physical damage or vandalism. Tampering with local or remote computer files and/or committing illegal or unethical violations of acceptable Internet use will result in disciplinary action.

10. Misuse or abuse of any of the policy and guidelines listed here may lead to suspension or termination of Internet privileges. Patrons will receive one warning before library staff will follow procedures outlined on the Patron Discipline Report (see Appendix). Those patrons whose computer privileges have been suspended or terminated may appeal to the Board of Trustees at a regularly scheduled board meeting to ask for reinstatement of their computer privileges. The Board of Trustees will review each case individually.

**CHILDREN'S INTERNET USER AGREEMENT**

\_\_\_\_\_  
Child's Last Name

\_\_\_\_\_  
Child's First Name

\_\_\_\_\_  
Library Card Number

**REGISTRATION AND USER AGREEMENT**

1. I have read the policies concerning the use of the Du Quoin Public Library's Internet computer and agree to abide by the policies.
2. I agree to pay any repair or replacement costs of equipment or software damaged by myself or by minors for whom I am responsible.
3. I understand that copyright laws restrict duplication of copyrighted software, and I will follow all copyright laws.
4. I understand that if I fail to abide by the Du Quoin Public Library's Internet policies, I will lose eligibility for use of this service.
5. I understand and acknowledge that the Internet contains material of a controversial nature including pornography, obscenity, inflammatory or dangerous material, and that Du Quoin Public Library has no control over the Internet and assumes no responsibility for the content, quality, accuracy, currency, or appropriateness of any Internet resources.

As the parent or guardian of \_\_\_\_\_  
I give permission for my child to use the Internet at the Du Quoin Public Library, 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.

**PARENT OR GUARDIAN SIGNATURE:** \_\_\_\_\_

**DATE:** \_\_\_\_\_

**CHILD'S BIRTHDAY:** \_\_\_\_\_

**HOMEWORK USE ONLY:** \_\_\_\_\_

Note: Under the age of ten, a parent or guardian must be present to monitor the child's Internet usage. This may be waived for a Homework only permission.