

USE OF LIBRARY FACILITIES

IC 6

PUBLIC ACCESS COMPUTERS

POLICY:

The Park Ridge Public Library provides public access computers for use by the general public. These computers provide access to the Internet, (Internet Access policy IC6a) word processing software, presentation software, and spreadsheet software. Several computers in the Children's Services Department provide access to educational games and special rules apply (see below).

RULES

1. The Library has an automated PC reservation system to manage the public access computers. Park Ridge library card holders may make a reservation in person or by phone.
2. Park Ridge library card holders must use their library card number to reserve and log onto a public access computer.
3. If a card holder does not have their library card, staff in the Circulation Department will look up their card number if proper identification is provided.
4. Non Park Ridge card holders over 18 may purchase a guest pass according to Policy IC12, Nonresident Fees.
5. Infrequently, computers may be down for reasons beyond the Library's control. Lost time will not be added on or given to anyone who has lost scheduled time and no refunds will be provided. Staff on duty has the right to cancel or interrupt use of a computer at any time.
6. The Library reserves the right to determine which peripherals can be used with Library computers.
7. Patrons may not bring their own programs to use on Library computers.
8. The Library is not responsible for damage to peripherals that a patron uses on a Library computer.
9. Most programs include self-explanatory directions. While the Library staff is available for guidance, they cannot provide in-depth instruction.
10. Black & white printing is charged at \$0.10 per page. Color printing is charged at \$1.00 per page. The Library does not provide refunds for pages printed in error.
11. USB drives are available for purchase at the Information Desks for saving patron work.
12. The Law forbids duplication of copyrighted software. Library software may not be copied.
13. The Library has the right to restrict usage by those people who do not abide by the general regulations of the Library or the specific regulations governing Library computers.

EDUCATIONAL GAME COMPUTERS IN CHILDREN'S SERVICES

1. Reservations may be made in person or by phone at the Information Desk in the Children's Services Department for either one-half hour or a full hour. Reservations will be held for 10 minutes after which the computer will be made available.

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2. Children must be at least 2 years of age or older to use the game computers.
3. Educational Game computers may be used for a maximum of one hour per day.
4. There is no printing available through the game computers.

Revised February 18, 2014
Revised May 21, 2013
Revised April 21, 2009
Approved September 17, 1985

USE OF LIBRARY FACILITIES

I C 6a

PUBLIC INTERNET ACCESS

POLICY:

The Park Ridge Public Library provides access to the Internet as an information-gathering tool to further enhance the Library's resources.

RULES:

1. The Park Ridge Public Library is responsible only for information that Library staff has produced and published on the Library's website. The Library is not responsible for the content, availability or accuracy of information provided by other agencies or institutions, or for that of any external sites linked to Library pages. The Library cannot assure access to all resources at all times.
2. The Library has installed filtering software on all Internet workstations, to block those sites that may be obscene and/or contain child pornography. No filter is 100% effective and the Library assumes no liability should a patron engage in illegal activity on a Library computer. If a patron believes that a website has been improperly blocked, the patron can ask the staff to disable the filter to enable access for bona fide research and other lawful purposes.
3. Parents have the ultimate responsibility to supervise and guide the use of the Internet by their children.
4. The Library's computers shall not be used for any illegal activity. The user must comply with all local, state and federal laws.
5. The Library Director or designee may suspend or terminate Internet privileges if a member of the Library staff reasonably believes that any user has violated this policy. Violation of this policy may result in Internet privileges being suspended or revoked, and may include contacting law enforcement authorities and/or legal action if determined appropriate. Future Internet use privileges and/or other Library privileges may be modified and/or suspended in their entirety at the discretion of the Library. The Library Director will review these matters on a case-by-case basis.
6. The Library is not liable for costs incurred through patron use of the Internet.
7. Black and white printing is charged at \$0.10 per page. Color printing is charged at \$1.00 per page. The Library will not provide refunds for pages printed in error. Printing from the online catalog, Park Ridge Public Library Community Network and City of Park Ridge websites is provided at no charge. There is a charge for printing from subscription databases, and external websites.
8. Library staff will help users navigate the Internet; however, staff will not provide in-depth training. Training classes and one-on-one training sessions are available by appointment.

Revised May 21, 2013
Revised June 15, 2010
Approved April 18, 1995