

# Technology Use Policy

## Wauconda Area Public Library District

*Approved by the Board of Library Trustees January 8, 2018*

*Revised by the Board of Library Trustees February 13, 2023*

### 1.0 TECHNOLOGY USE POLICY

**1.1** The mission statement of the Wauconda Area Public Library District (herein thereafter referred to as "Library") states that the Library's purpose "is to provide and promote a variety of Library resources and services in response to the informational, educational, cultural, and recreational needs of both the residential and business communities."

**1.2** In keeping with its mission and with advances in information technology, the Library provides users with access to the Internet and Technology.

**1.3** The Library is a forum for all points of view and adheres to the principles of intellectual freedom as expressed in the Library Bill of Rights formulated by the American Library Association.

### 2.0 Disclaimer

**2.1** The Internet provides resources and facilitates communication. Library staff cannot control access points that often change rapidly and unpredictably. Users are hereby notified that they are responsible for the choice of sites that they visit.

**2.2** The Library will not be responsible for any damages suffered, including the corruption or loss of data, resulting from user error, computer error, equipment malfunction, or service interruptions. The Library is not responsible for the accuracy, quality, or the objectionable nature of information obtained through the Internet. Because technical problems related to accessing the Internet and specific sites may occur, the Library cannot guarantee that the Internet or specific sites will always be accessible.

**2.3** As with other materials, restriction of a child's access to the Internet is the responsibility of the parent or legal guardian. Parents or guardians of minors (all persons under the age of 18) must assume responsibility for their children's use of the Internet through the Library's connection.

**2.4** Persons who use the Library's Internet access to engage in transactions that involve disclosure of personal information and/or the transfer of money, do so at their own risk. Staff shall not conduct business for Library patrons. In addition, public use of the Library's Internet access may subject such transactions to security or privacy breaches. The Library also is not liable for actions that may be taken by other users of the system that result in such breaches.

**2.5** Although every effort is made to protect patron privacy, no communications made by or stored in the Library's electronic or communication systems are guaranteed to be private or confidential.

**2.6** Every stationary computer workstation in the Library is filtered, to the extent technically possible, to deny access to potentially offensive material -- primarily adult-oriented, sexually explicit web sites. The filtering system is updated frequently in an effort to ensure a current list of blocked sites. However, users should be aware that no filtering product can block all offensive sites.

**2.7** The Wauconda Area Public Library District makes no warranty, expressed or implied, for the timeliness, accuracy or usefulness for a particular purpose of information accessed via the Internet.

**2.8** Users must comply with U.S. copyright law and all other applicable laws.

**2.9** The Wauconda Area Public Library District assumes no responsibility for any damages, direct or indirect, arising from use of its Internet services.

### **3.0 Library responsibilities**

**3.1** The Library will provide public access to the Internet in locations where workstations can be monitored by staff for assistance.

**3.2** Internet workstations will be available to all members of the public, regardless of age.

**3.3** The Library will make users aware of its Technology Use Policy through online acceptance of this policy prior to Internet access.

**3.4** The Library cannot control or monitor the material that may be available online, but may implement software and hardware control mechanisms intended to prohibit access to information which is illegal or inconsistent with the Library's mission and service goals.

### **4.0 Patron responsibilities**

**4.1** All users are expected to abide by the conditions and terms of the Technology Use Policy, and use of the Library workstations is conditional on the user's acceptance of this Policy.

**4.2** Parents and guardians are responsible for their child's choice of workstation and Internet activity, whether or not the child has a Library card. Upon signing for a child's Library card, a parent or guardian assumes responsibility for their child's access to all resources in the Library, including electronic resources such as the Internet.

**4.3** Users must be aware that Internet workstations are in public areas that are shared by people of all ages and sensibilities. All Library users are expected to respect the privacy of others using the Internet and not interfere with their use.

## **5.0 Sanctions for misuse of workstations**

**5.1** Violators of this Technology Use Policy may be required to immediately leave the building at the discretion of the Library Director. Violators may also have their Library privileges suspended or revoked at the discretion of the Library Director.

**5.2** Patrons who use the Library's Internet workstations for illegal purposes will be subject to prosecution.

## **5.3 The following activities constitute a violation of the Library's Technology Use Policy:**

- use of the workstations for illegal or criminal purposes, or for access to unauthorized areas
- posting or transmitting of any unlawful, threatening, abusive, libelous, defamatory, obscene, pornographic, or similar material
- intentionally exposing other Library users or staff to information or graphics that are offensive
- infringement of copyright and other intellectual property right
- use of file transfer protocol (FTP)
- subverting, or attempting to subvert, any security devices in either software or hardware format
- attempting to install viruses or other programs designed to damage or alter software
- sending unsolicited commercial material or spamming
- misrepresenting oneself as another user
- attempting to modify or gain access to files, passwords or data belonging to others
- vandalism or theft of Library property
- causing physical damage to any part of a computer workstation

## **6.0 Display/dissemination of sexually explicit materials**

**6.1** Use of Library Internet access stations to display or disseminate sexually explicit or sexually suggestive (obscene/pornographic) material in any Library building is prohibited. Violators of this policy may be required to immediately leave the building. Violators may also have their Library privileges suspended or revoked at the discretion of the Library Director.