

## **EPL PUBLIC COMPUTER USE POLICY**

The Effingham Public Library supports the principle of open access to information and ideas, regardless of the media in which they exist. We endorse the American Library Association's Code of Ethics, Freedom to Read Statement, and Library Bill of Rights.

Access to library materials, whether print or non-print, will not be restricted by the library because of a patron's age. As with other library materials, supervision and restriction of a child's access to the Internet is the responsibility of the parent or legal guardian. Effingham Public Library is compliant with the Children's Internet Protection Act (CIPA) and the Neighborhood Internet Protection Act (NCIPA). The library assumes no responsibility for information found on the Internet, which may be inaccurate, offensive, and/or illegal.

### **COMPUTER USE REGULATIONS:**

1. Laptops must be checked out and returned to the circulation desk.
2. Laptop computers are for patrons in good standing and may be used in the library or at home. A patron must be 16 years old or older.
3. The loan period of laptops is for 10 days. A late fee of \$5.00 per day will be applied after a 3-day grace period.
4. There is one laptop checkout per patron per loan period.
5. Computers are available on a first-come, first served basis.
6. While checked out, laptops are the responsibility of the patrons borrowing them. Patrons must report any problems to library staff immediately. Failure to report problems may result in repair costs being charged to the patron.

7. If in the library, only two people at a time may sit at one computer.
8. Library computers may not be used to send, receive, or display text or graphics which may reasonably be construed as obscene by community standards.
9. Library computers may not be used for any purpose which violates U.S. or state laws, and users must respect all copyright and licensing agreements pertaining to software, files and other online resources.
10. Library computers may not be used for disruption or interference of users or services. Such disruption or interference includes, but is not limited to, distribution of unsolicited advertising; harassment; libeling or slandering of others; and propagation of computer worms or viruses.
11. Patrons may not download files or software programs to the computers.
12. Patrons may not save files on library computers. Documents may be saved to GoogleDocs, iCloud, SkyDrive, or similar online locations.
13. Any damage to computer equipment is the responsibility of the user.
14. There is no charge for printing unless printing more than 5 pages. Donations are appreciated.
15. All library computers must be shut down 15 minutes prior to library closing time.

Patrons with excessive overdue or lost materials may have internet privileges suspended until their outstanding account is resolved. Patrons violating computer use regulations may be restricted from using library computers, and may, in some cases, have their computer privileges terminated. Illegal actions may also subject violators to prosecution by local, state or federal authorities.

**Amended by the Board of Trustees 6/14/22**