

## Policy Statement

Internet access and the provision for public computing at Comstock Township Library (CTL) are an extension of the library's commitment to meeting the community's information needs.

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## Regulations

1. Internet access, computing resources, and online resources accessible through the library are provided to all library patrons.
2. The library neither monitors nor controls internet information and cannot be held responsible for its content, quality, accuracy, or currency. The internet is a worldwide community with a highly diverse user population, and its use is at the patron's discretion.
3. Internet access is free and available to all patrons with a valid CTL library card. Patrons who are not eligible for a CTL library card may request a guest pass that is valid for one day.
4. Patrons will need to log into the computer station with their library card number and last name or with a guest pass number. All patrons must agree to abide by the library's *Internet Access, Use, & Safety Policy*, accessible by way of the computer login page.
5. Computer stations are available on a first come, first served basis. Patrons are granted a sixty (60) minute session for computer use. Additional time may be available if no other patrons are waiting.
6. The library offers the capability to print from its computers for a fee. See *Miscellaneous Fees & Payments Policy CUS-4*.
7. Staff will assist patrons using computer stations to the extent that time and patron demand allows. While staff may help patrons navigate internet sites and forms, patrons themselves must input any sensitive information, such as social security or credit card numbers.
8. Computer stations must be used in a responsible manner, respecting the rights of others, and taking care with use of the equipment. Changing computer station, network, and/or internet settings is prohibited. Unauthorized use of others' passwords or identity is prohibited.
9. Computer stations cannot be used for any fraudulent or unlawful purpose, including so called "hacking," or other activities prohibited under any applicable federal, Michigan, or local laws.

10. Patrons should be aware that much of the material on the Internet is copyrighted. It is the patron's responsibility to be aware of the display of any notices concerning the copyright of information on the internet and to respect federal copyright laws.
11. While respecting intellectual freedom and patrons' First Amendment rights, the library is committed to providing an environment free from sexual and other forms of harassment and hate. As defined by federal and state law, users shall not access, send, receive, or print materials that can be classified as child pornography<sup>1</sup>. Minors may not access, send, receive, print, or be exposed to materials that can be classified as obscene<sup>2</sup> or harmful to minors<sup>3</sup>. Since staff cannot consistently and effectively monitor the public's use of the internet, patrons are asked to be sensitive to others' values and beliefs. Patrons have a right to privacy without the close scrutiny of library staff or other patrons, but should also remain aware that the library computers are located in a visible public space.
12. Recognizing that graphic images on computer screens may be seen easily by passerby of all ages, and to comply with federal law<sup>4</sup> to allow for application to federal funds, the library has designated that all computers and mobile hotspots shall be minimally filtered to block access to visual depictions deemed obscene, child pornography, or harmful to minors. The library cannot guarantee that all such content will be blocked due to limitations of filtering software in general. If a patron believes a site has been inadvertently blocked that should be generally available on the library's computers, a recommendation should be sent to the library director, or their designee, via a printed comment card. Any patron age 18 or above may request that filtering on a station be temporarily disabled for bona fide research or other lawful purpose. Patrons making this request are legally responsible for ensuring that minors are not exposed to such content. Filters cannot be disabled on the library's wireless internet connection or on mobile hotspots.
13. It is unacceptable to use the library's computer stations in any way that compromises the safety and security of minors, including computer use by minors that may compromise their safety and security when using email, chat rooms, and other forms of direct electronic communications, such as providing personal identification information about the minor or others.
14. The library has implemented public access management software to manage daily access for internet patrons, including the provision of low filtering for minors in compliance with state law<sup>5</sup>. The internet, even on filtered computer stations, may contain information that is controversial, sexually explicit, or offensive to some users. Parents or guardians, not the library or its staff, are ultimately responsible for monitoring their children's access to

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<sup>1</sup> U.S. Code, Title 18, §§ 2256 (1) and (8)

<sup>2</sup> Michigan Obscene Material Act, P.A. 343 or 1984

<sup>3</sup> Michigan Harmful to Minors Act, P.A. 33 of 1978

<sup>4</sup> U.S. Code, 47, § 254, Children's Internet Protection Act (CIPA)

<sup>5</sup> MCL 397.606 *et seq.* Library Privacy Act

internet information.

15. Computer stations in the Youth Department of the library are reserved for minors and their parents or legal guardians. Parents and guardians must be accompanied by a minor in the Youth Department.
16. Staff is authorized to terminate any patron's computer session if the patron has failed to comply with the library's *Internet Access, Use, & Safety Policy INFO-2*. The library director may impose longer or permanent restrictions for violations of the library's policies. Internet patrons whose session has been terminated, or whose access to the library has been prohibited, may request the decision be reviewed by the director or board of trustees. See *Code of Conduct Policy CUS-1*.
17. Patrons are solely responsible for the security and retention of personal data accessed or created while using the library's computers. Since all such data is automatically and irretrievably deleted upon computer restart, patrons are encouraged to save data frequently on flash/USB drives, as email attachments, or through cloud storage providers.
18. Since security in an electronic environment cannot be guaranteed, all transactions, files, and communications are vulnerable to unauthorized access and use.
19. Internet access and printers may be unavailable at times due to technical difficulties.
20. No more than two patrons are allowed at each computer station where space allows, or at a staff member's discretion. Headphones must be used if audio is needed.
21. Computer stations shut down fifteen (15) minutes before the library closes.

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Comstock Township Library Board of Trustees