

INTERNET USE POLICY

In response to advances in technology and the changing needs of the community, the Suttons Bay-Bingham District Library endeavors to develop collections, resources and services that meet the informational, individual and educational needs of a diverse community. It is within this context that the Suttons Bay-Bingham District Library offers access to the Internet.

The Suttons Bay-Bingham District Library does not monitor and has no control over the information available on the Internet and cannot be held responsible for its content. The Internet is a global entity with a highly diverse user population and Library patrons may encounter material that is inaccurate or that they consider offensive. **The library is not responsible for the accuracy of information found on the Internet.**

The Library is mindful and respectful of the rights of patrons, particularly children, not to be inadvertently exposed to material and images they or their parents may find personally unsuitable. Therefore, staff members will request that a patron remove such an image or text from an Internet workstation screen if, in the staff member's judgment, the image or text is displayed in such a way that other patrons, particularly children, cannot avoid viewing it in the course of carrying out their business in the library.

All Internet resources accessible through the Library are provided equally to all adult library users. Parents or guardians, not the Library or its staff, are responsible for the Internet information selected and/or accessed by their children.

Parents are advised to supervise their children's Internet sessions and are responsible for their own children's use of e-mail. Children under 12 must be supervised by an parent/guardian.

The State of Michigan requires (Public Act 212, effective October 1, 2000) that the library must restrict information available to minors (age 17 or under) "to prevent a minor from viewing obscene matter or sexually explicit matter that is harmful to minors." **To comply with this law, the library may restrict the internet use of minors who are not accompanied by parents to a terminal which will be monitored by staff.**

Library computers may only be used for legal purposes. In addition, the library does not permit the use of chat rooms, "instant messaging", or gambling.

Examples of unacceptable purposes include, but are not limited to, the following:

- Harassment of other users or library staff
- Libeling or slandering other users
- Destruction of or damage to equipment, software or data belonging to the Library or other users
- Disruption or unauthorized monitoring of electronic communications
- Unauthorized copying of copyright-protected material.
- Unauthorized disclosure, use and dissemination of personal identification information regarding minors.

COMPUTER USE RULES AND PROCEDURES

Welcome to the Suttons Bay-Bingham District Library's public access computer. To maximize computer availability and insure fair accessibility, please follow these rules and procedures.

1. **The library computer** is intended to be used for word processing, personal business applications and research. They may be used for e-mail using your private account. **Parents are responsible for their own children's use of e-mail.**
2. The screen will be visually monitored by staff. Misuse will result in loss of privileges.
3. There is a **½ hour** limit on using the computer when others are waiting. You may reserve a half-hour of computer time in advance.
4. The library reserves the right to limit computer use to two people at a time at each station.
5. You may not use your own software programs on the computer. This will help prevent computer viruses that are common on public computers.
6. You **must** bring your own disk or drive if you wish to save or download files. No files are to be saved on the computer's hard disk. The Library is not responsible for any loss or damage to personal disks or drives when downloading.

7. A printer is available. Prints are 20 cents per page. Please pay for prints at the circulation desk.

8. To use a computer, you must have a general understanding of computers and Windows applications. **The Library staff does not have time or expertise to train you in using these programs.** There are tutorials for most of the software loaded in the computer. Guides are available for some programs. Because of library scheduling, Internet trained staff may not always be available.

9. **Library computers may only be used for legal purposes.** In addition, **the library does not permit the use of** chat rooms, "instant messaging", or gambling.

Examples of unacceptable purposes include, but are not limited to, the following:

- Harassment of others or library staff
- Libeling or slandering others
- Destruction of or damage to equipment, software or data belonging to the Library or others
- Disruption or unauthorized monitoring of electronic communications
- Unauthorized copying of copyright-protected material.
- Unauthorized disclosure, use, and dissemination of personal identification regarding minors.

10. **When signing to use a computer, you are agreeing to read and abide by these policies and rules. Failure to follow these guidelines may result in the loss of your computer privileges.**