

Big Rapids Community Library
426 South Michigan Avenue
Big Rapids, MI 49307

Acceptable Use of the Internet Policy Big Rapids Community Library

The Big Rapids Community Library provides access to a broad range of information resources, including a variety of electronic resources. This includes the Big Rapids Community Library catalog, a variety of databases, and the Internet. The public computers also provide access to a variety of office software. No computer provides support for all file types, browser plug-ins, or internet technologies. The Library recognizes this is a dynamic environment with content that constantly changes.

The Internet offers global access to information. However, not all sources on the Internet provide information that is accurate, complete, or legal. The Big Rapids Community Library is unable to monitor or control the content of Internet information, which changes rapidly and is unpredictable. Internet users will need to evaluate for themselves the validity of information found. The availability of information via the Library's services does not constitute an endorsement of that information by the Big Rapids Community Library.

Access to Electronic Information Policy

The information and data obtained via the Internet at the Big Rapids Community Library is generated outside the Library. Therefore, it is impossible for the Library to guarantee accuracy or to restrict and prevent access to controversial materials in electronic format.

The Library is dedicated to protecting and promoting intellectual freedom and will not in any way control or monitor information in electronic format that is accessed by adults in the Library. The Library's computers, network, and Internet connection may not be used for any illegal activity or in an unauthorized manner. Illegal acts will be prosecuted to the full extent of the law.

Internet-use privileges may be modified and/or suspended in their entirety, at the discretion of the Big Rapids Community Library.

It is the Library's policy that parents or legal guardians must assume responsibilities in deciding what library resources are appropriate for their children. As there will be some resources that parents may feel are inappropriate for their children, the parent should let their children know that there are materials that they do not want them to use. The Big Rapids Community Library encourages all parents to supervise their child's Internet sessions.

Internet access is available on a first-come first-served basis. Printing is available from all public computers at a per page cost.

Use of Library computers implies compliance with the *Acceptable Use of the Internet Policy of the Big Rapids Community Library*.

General Guidelines

- The Library Staff will provide very limited assistance. Users must have basic computer skills, including the ability to use a mouse and type. It is not the responsibility of Library Staff to provide computer instruction. Workstations are available on a first-come, first-served basis to Library users. Current sessions are set at 60 minutes, but time can be extended for an additional 60-minute session if there are other available computer workstations for incoming patrons. Once time is extended, if all computers are full and a patron needs to use the computer, the patron whose time was extended first will need to relinquish their computer immediately.
- The Library will not impose censorship on patrons' Internet use; the entire responsibility of identifying, evaluating and avoiding "offensive" information rests entirely with the patron.
- These computers are intended for use by one person. If it is necessary, two people may sit together and work on a computer. If there are disruptions due to noise or overcrowding, the Library Staff will ask all non-registered users to leave the computer workstations.
- The Big Rapids Community Library is not responsible for damage to anything a patron attaches to a library computer, or any loss of data, damage, or liability that may occur from patron use of a computer or malfunctioning Library hardware or software. There is anti-virus software on the computers; however, viruses may still be transmitted.
- The information on the Internet is retrieved from sites around the world. The Library has no responsibility for the accuracy of this information. It may be outdated, controversial, or incorrect.
- The Internet workstations may not be used for illegal activities or other activities such as harassment, distribution of unsolicited advertising, propagation of computer viruses, or attempting to make unauthorized entry into other computers.
- Users are asked to respect the privacy of other computer users. This includes not representing oneself as another user, not modifying passwords, not trying to gain access to someone else's data, and not "hovering" over other users while awaiting one's turn.
- Copyright law (Title 17, U.S. Code) prohibits the unauthorized reproduction or distribution of copyrighted materials, except as permitted by the principles of "fair use." Users may not copy or distribute electronic materials (including electronic mail, text, images, programs, or data) without the explicit permission of the copyright holder. Any responsibility for any consequences of copyright infringement lies with the user; the Library expressly disclaims any liability or responsibility resulting from such use.
- Abuse of the equipment will not be tolerated. As with all library materials, users will be held financially accountable for any damaged materials (i.e., hardware, software). Damage to hardware or software will result in loss of computer privileges.

Emergency Connectivity Fund (ECF)

- *The library has received funding from the federal Emergency Connectivity Fund (ECF) to purchase hotspots, tablets, and laptops. Any ECF supported equipment and services can only be provided to patrons who declare they **do not** have access to the equipment or services sufficient to access the internet.*