

Internet and Computer Use Policy

Section 1: Purpose

The Garden City Public Library (GCPL) is pleased to offer access to public computers featuring the Internet and Microsoft Office in support of our mission. Illegal or unethical activity will not be tolerated.

Parental supervision of children using public computers is strongly advised. Parents or legal guardians assume responsibility for deciding what is appropriate for their children, and should discuss the responsibilities of computer usage with their children.

Section 2: Public Computer Rules and Procedures

- A. Public computers are available during normal Library hours on a first-come, first-served basis.
- B. The Library employs software and hardware to manage the assigning of workstations, the length of sessions, and access to the network printers, among other variables.
- C. Patrons, who are eligible for a Garden City Library Card, must have one in good standing (neither blocked nor barred) for computer access.
- D. Patrons, who are eligible for a Library Card from another member library of The Library Network (TLN), must have one in good standing (neither blocked nor barred) for computer access.
- E. Guest Passes are available for patrons who present a valid driver's license or state-issued picture ID to Library staff, and
 1. Do not live in a TLN community; or
 2. Live in Garden City or another TLN community and have either lost their library card or did not bring their card with them, as long as their card is in good standing.
 3. At the discretion of Library staff, minors who do not have their library card with them, and have no state-issued ID may use alternative methods, such as a current school ID, for verification when requesting a Guest Pass.
 4. Minors who have not been issued a library card from a TLN library will not be issued a Guest Pass unless accompanied by a parent who has a valid driver's license or state-issued picture ID.
- F. Patrons are required to agree to this policy before beginning their computer usage session.
- G. Sessions are limited to 1 hour when others are waiting.
- H. No more than two (2) people may use a computer workstation at one time.
- I. Patrons are expected to leave promptly when their time is up.
- J. Over the course of a day, patrons who have not yet used the computer take precedence over those who have already used a workstation for an hour.
- K. Patrons may not install any software on the library computers.

Section 3: Internet

- A. Internet resources accessible through GCPL public computers are provided fairly and equitably to all library users in accordance with the American Library Association's "Access to Electronic Information, Services, and Networks: an Interpretation of the Library Bill of Rights."
- B. Library staff neither monitors nor controls information accessed through the Internet and is not responsible for its content, quality, accuracy, or currency. Internet users need to evaluate for themselves the validity of information found.

- C. The Internet may contain information which is controversial, sexually explicit, or offensive. GCPL provides filtered access to the Internet (see **Filtering** below). However, patrons use the Internet at their own risk and we strongly encourage parents/guardians to supervise their children's Internet activities.

Section 4: Filtering (Technology Protection Measures)

- A. In conformity with Michigan Public Act 212 of 2000, the Library provides filtered access to the Internet. However, parents or guardians, not the Library or its staff, are ultimately responsible for the materials selected and/or accessed by their children over the Internet. Filters may both fail to block offensive content and block inoffensive content inadvertently. Computer users who are 18 years of age or older (and minors who are accompanied by their parent or legal guardian) may request unfiltered internet access. Library Staff will comply with said request as quickly as possible, depended upon computer availability.
- B. In addition, computer and Internet access is provided by the Garden City Public Library in compliance with the Children's Internet Protection Act (CIPA). See the Library's CIPA Policy.
- C. Individuals who cannot provide verifiable proof of their age (preferably a library card or State issued photo id) will be presumed to be minors.
- D. All public computer stations are in full view of any patron using the Library. Therefore, regardless of whether content filtering is on or off, displaying of obscene or offensive text or graphics is strictly prohibited. GCPL Staff will be the sole arbiters of what constitutes unacceptable content.
- E. The Library reserves the right to end an Internet/computer session at any time. Examples of reasons for ending a session include but are not limited to:
 - 1. Displaying any materials that are determined by Staff to be obscene or offensive.
 - 2. Connecting to any sexually explicit or offensive sites.
 - 3. Using the computers for purposes which would violate any local, State, or Federal law.
 - 4. Intentionally damaging, misusing, reprogramming, tampering, or hacking to, with, or on the Library's computer equipment or software.
 - 5. Signing in with another person's library card.
 - 6. Failure to comply with GCPL's computer rules and procedures.