A. EQUIPMENT USE

Library Equipment

The Eaton Rapids Area District Library provides free public access to computers. Computer use is on a first-come, first served basis and may be accessed for up to two (2) hours per person, per day. Time extensions may be given at the discretion of Library staff provided no other person is waiting for access. The Library does not guarantee a specific amount of time for computer use. If all computers are busy, patrons may reserve the next available computer at the Front Desk.

Patrons must use their current, unexpired Library Card with less than $10.00 in outstanding fees or fines to sign up for, or reserve, a computer. If a patron does not have a Library Card they may obtain a guest pass from the Front Desk with their picture ID. Patrons using another person's Library Card (with or without permission) will be suspended from the computers. In order to protect the owner's rights, Cards that are used by persons other than the owner will be invalidated until the owner is able to show identification.

Library staff may reserve computers for classes, training, or special programs.

All computers and printers automatically shut down 15 minutes prior to closing.

Public computers offer Internet access, Adobe and Microsoft Office, including Word, Excel and PowerPoint; however, no station provides support for all file types, browser plug-ins, or Internet technologies. Headphones are permitted, but the volume must be kept low so as not to disturb others.

Patrons who want to save a permanent record of their work, need to save files and documents to their own portable media. Library computers do not allow users to permanently save documents or personal files to the hard drive.

Patrons use Library computer hardware and software at their own risk. The Library is not responsible for equipment malfunction, loss of data, electronic transactions of any type, or any damages to the patron's disks or data. The Library is also not responsible for the loss of any portable media.

Consistent with the Library Privacy Act, MCL 397.601 et seq. ("Privacy Act), and the Library's Acceptable Use Policy, the Library respects the privacy of patrons when they use a Library computer. The Library reserves the right, however, to monitor a patron's use of a Library computer for compliance with the Acceptable Use Policy. Although the Library will not generally retain a record of a patron's use of a Library computer beyond 24 hours, the Library may retain such a record for any investigation and determination of a potential or actual violation of this

Policy (including appeals).

In particular, and without limiting the foregoing, Library staff may produce a screen shot of a Library computer for evidentiary purposes if a Library staff member has reasonable suspicion that a patron is using the computer in violation of the Acceptable Use Policy. Any record of a patron's use, including a screen shot, shall be retained by the Library only so long as appropriate for any investigation and determination regarding a potential or actual violation. By accepting the Acceptable Use Policy prior to using a Library computer, a patron is consenting to monitoring use of the Library computer (including screen shots).

Patrons will be held responsible for any damage to equipment or altering of the system setup; parents/guardians are responsible for any damage done by their minor.

Community groups may use Eaton Rapids Area District Library audio-visual equipment to enhance programs/meetings. This equipment may only be used in the Library and may not be checked out.

Personal Equipment

Patrons may use personal laptops and other devices in the Library if used in accordance with Library policies. The Library is not responsible for any damages or malfunctions of personal laptops or other devices used in the Library. Staff members will not make adjustments or repairs to personal computing devices.

The Library does not guarantee convenient access to electrical power plugs, so patrons should plan to use battery power with their devices. To the extent that electrical power plugs are available, users may connect their computer equipment to them, provided they do so in a safe manner that does not interfere with the ability of others to use the Library. Users may not unplug any existing equipment, stretch cords across walkways, nor may they move furniture or sit on the floor in such a way as to block or impede aisles or walkways.

Staff Assistance

Staff will provide limited instruction and assistance for basic start-up, navigation, saving and printing functions, but cannot provide extensive personal instruction on-demand. Patrons wishing to learn more about computers, personal devices, or any other technology are encouraged to ask for personal technology related assistance from Library staff with the understanding that Library staff will not be held liable for any damages, loss of data, or technical issues. The Library does not endorse any software program, hardware, website or company. Programs may be suggested to the patrons, but it is the patron's responsibility to decide what to install/use on their device.

Any violations of these rules will result in loss of Library privileges and may result in prosecution under local, State and/or federal laws; and if damage is made to Library property, the patron shall be assessed the actual costs.

B. INTERNET USE

The Eaton Rapids Area District Library provides free public access to the Internet.

The provisions of access does not mean or imply that the Library endorses or sanctions the content or point of view of any of the information or commentary that may be found on the Internet.

Not all sources on the Internet provide information that is accurate, complete or legal. Internet users will need to evaluate for themselves the validity of the information found.

Users are cautioned that, because security in an electronic environment cannot be guaranteed, all transactions, files and communications are vulnerable to unauthorized access and use and may be monitored by a third party.

Library patrons use the Internet and the Library's network at their own discretion and risk. Parents or guardians of minors are responsible for their minor's use of the Internet, including email, through the Library's connection

The Library also cannot protect against a minor's unauthorized access to computer resources, including "hacking," and other unlawful online activities, nor can it protect against unauthorized disclosure, use, and dissemination of personal identification information regarding a minor if the minor provides it while using the Internet.

Internet resources are not to be used for illegal, unethical or unauthorized purposes defined by local, State and federal law.

The Library makes every attempt to continually update and upgrade public access computers, but some sites or online services may be inaccessible due to software or network incompatibilities. There may be times too when a user may not be able to access a given site on the Internet or the Internet connection is disrupted or slow due to circumstances beyond the Library's control.

The Library assumes no responsibility for any damages or loss, direct or indirect, arising from its connections to the Internet.

Any violations of this Policy will result in loss of Library privileges and may result in prosecution under local, State and/or federal laws.

In addition to other provisions of this Policy, patrons (including minors) shall not access visual depictions that are obscene or child pornography as defined by Federal law (47 USC 254(h)(7)(E), (F)), and shall not access or view obscene matter as defined

in 2 of 1984 PA 343, MCL 752.362 (PA 343). In addition, patrons who are minors shall not access visual depictions that are harmful to minors as defined by Federal law (47

USC 254(h)(7)(G)) and patrons who are minors under State law shall not access or view sexually explicit matter that is harmful to minors as defined in PA 343. Subject to other demands on staff time for Library services, the Library staff will make a good faith effort to periodically monitor the use of Library computers.

Filtering

Internet access is both restricted and not restricted. The Michigan State Law, under Public Act 212 of 2000, mandates minors age 17 and under must use a terminal in the Library that is "restricted from receiving obscene matter or sexually explicit matter that is harmful to minors" on "the Internet or a computer, computer program, computer network, or computer system" unless "accompanied by their parent or guardian." Reservation software is used to restrict minors under the age of 18 to filtered workstation access only. Adults, age 18 and over, select for themselves either restricted or not restricted access.

Obscenity/Child Pornography, and Related Issues shall all be defined and governed by reference to applicable local, State and federal statues, regulations, ordinances and case law, as amended.

The Internet, even on the Library's filtered workstations, may contain information that is controversial, sexually explicit or offensive to some users. Patrons, and parents/guardians of minors, should be aware that no filter is 100% effective at blocking or allowing web sites. The Library's filter does not block access to web based email accounts, web based chat services, blogs or social networking sites. Parents or guardians, not the Library or its staff, are ultimately responsible for their minor's use of Library computers and personal devices, as well as discussing Internet use and safety with their minor and monitoring their minor's Internet use.

Under the law, a Library staff member can unblock individual websites for minors that have been blocked erroneously upon request. A Library staff member can only completely disable the filter for adult patrons, 18 and over, on request.

A parent or guardian must accompany and be sitting at the computer terminal with patrons under 18 years of age wishing to have access to unfiltered Internet workstations.

Staff Assistance

Staff may assist Library users in getting started on the Internet. However, the Library cannot guarantee that Internet-trained staff will be available to assist users at all times the Library is open. Because of the many different applications available on the Internet, staff may not be able to provide specialized or technical knowledge about them. Patrons wishing to learn more about computers, personal

devices, or any other technology are encouraged to ask for personal technology related assistance from Library staff with the understanding that Library staff will

not be held liable for any damages, loss of data, or technical issues.

C. WIRELESS ACCESS

A Library Card is not required to use the Library's free wireless network.

By choosing to use this service patrons agree to abide by the Library's Acceptable Use Policy. The Eaton Rapids Area District Library cannot guarantee your hardware will be compatible with the Library's wireless connection. This service is not filtered.

Patrons may not play sound through speakers on their equipment. Personal headphones are permitted, but the volume must be kept low so as not to disturb others.

The wireless service originates within the Library, but may not be evenly available everywhere within the building; it may also extend beyond the walls of the Library. The Library does not guarantee any particular level of service inside or outside the building. Accessing the service beyond the Library walls and property is acceptable, as long as the patron agrees to and abides by the Acceptable Use Policy.

The Eaton Rapids Area District Library assumes no responsibility for any alterations or interference with a device's configuration, operation, or data files resulting from connection to the wireless network. Library staff cannot configure a patron's laptop or device, or install PCMCIA cards. Virus and security protection is the patron's responsibility. The Library assumes no responsibility for damage, theft, or loss of any kind to a patron's equipment, software, data files or other personal property brought into or used at, the Library's facility. The Library is not responsible for equipment malfunction, loss of data, electronic transactions of any type, or any damages to the patron's disks or data. The Library cannot guarantee that the service will be available at any specific time, nor can the Library accept reservations for wireless access.

The Library's wireless network services do not encrypt or secure data transfers beyond whatever encryption is provided by the website or network service accessed

by the patron. The patron accepts the risks and implications of the privacy and security measures employed (or not employed) by the websites and network services he/she uses.

Patrons may access the wireless Internet only for legal uses. Examples of unacceptable uses include, but are not limited to, the following:
- Attempting to crash, degrade performance, or gain unauthorized access to computer systems and networks.
- Damaging equipment, software, or data belonging to the Library or other users.
- Using the Internet for malicious purposes such as intentionally propagating a virus.
- Sending unsolicited advertising.

- Attempting to gain, or gaining access to another person's files or authorization codes.
- Using another person's identification, barcode or pin number, with or without permission.
- Using, disclosing, or disseminating personal identification information regarding minors without parental permission.
- Displaying obscene material, child pornography, or sexual content that might be harmful to minors.
- Harassing other users with messages, prints, or images.
- Libeling, slandering, or maliciously offending other users.
- Violating copyright laws or software licensing agreements.
- Violating federal, state, or local laws, regulations, or ordinances.

Any violations of these rules will result in loss of Library privileges and may result in prosecution under local, State and/or federal laws.

D. PRINTER

The Library offers black at white printing from its public computers for $0.20 per page, or $0.40 per double sided page, and color printing for $0.25 per page, or $0.50 per double sided page. Patrons are responsible for using print preview to determine the number of pages in the file prior to printing. Patrons will be charged for all pages printed whether they take them or not.

Printers are not available via the wireless connection at this time.

E. MICROFILM MACHINE

Printing from the microfilm machine is available at $0.20 per page.

F. COPIER

Black and white copies can be made for $0.20 per page, or $0.40 for double sided pages.

G. FAX MACHINE

Faxes can be sent and received for $1.00 a page.

H. COPYRIGHT POLICY

U.S. Copyright law (Title 17 U.S. Code) prohibits the unauthorized reproduction of distribution of copyrighted material, except as permitted by the principles of fair use. Additionally, individuals may not copy or distribute electronic materials including email, text, images, programs, or data without the explicit permission of

the copyright holder. Any responsibility for the consequences of copyright infringement lies solely with the user. The Eaton Rapids Area District Library expressly disclaims any liability or responsibility arising from use of its equipment or technology including use of information obtained through its electronic information systems.

I. SOCIAL NETWORK POLICY

Eaton Rapids Area District Library sponsored social networking outlets (e.g. Facebook, Twitter, YouTube, etc.) are a place for individuals to share opinions about Library related subjects. Comments are encouraged, but the Library reserves the right to edit, modify or delete any comment. The following content will be removed:

- Potentially libelous comments.
- Obscene or racist comments.
- Personal attacks, insults, or threatening language.
- Plagiarized material.
- Private, personal information published without consent.
- Commercial promotions or spam.
- Comments and/or hyperlinks unrelated to a given post, forum or discussion.

The Library reserves the right to monitor all content before it is posted and to modify or remove any messages or postings that it deems, in its sole discretion, to be abusive, defamatory, in violation of the copyright, trademark right, or other intellectual property right of any third party, or otherwise inappropriate.

By posting a comment, individuals agree to indemnify the Eaton Rapids Area

District Library and its officers and employees from and against all liabilities, judgments, damages and costs (including attorney's fees) incurred by, arising out of, or related to the content posted.

Notwithstanding the foregoing, the Eaton Rapids Area District Library is not obligated to take any such actions and will not be responsible or liable for content posted.

Staff members may make exceptions to this policy for unusual circumstances.

Photographs/videos may be taken during Library programs and may be posted on

Library maintained social media accounts.

J. VIOLATIONS

Patrons violating this policy will first be asked to comply. The Library then reserves the right to prohibit use of the Library's computers, network, Internet connection,

and/or the Library for a period of up to 72 hours for individuals who repeatedly violate this Policy after previous warnings. Library Staff shall record in writing any violation of this Policy that resulted in a verbal warning or a suspension of Library privileges. An individual may appeal this decision in writing to the Library Board.

The Library also reserves the right to prohibit use of the Library's computers, network, Internet connection, and/or the Library for a period of time exceeding 72 hours by action of the Library Director, or the Director's designee. In such instances, an individual will be informed of the decision in writing by certified mail, and may appeal this decision in to the Library Board.

If the violations of this Policy affects safety or security, or is a violation of law, the Library has the right to immediately call the police and terminate the patron's Library computing resources or other Library privileges without complying with the procedure outlined above. Illegal acts involving the Library's computing resources shall be prosecuted to the full extent of the law.

Any patron who is denied access to the Library's computing resources may appeal by sending a written appeal to the Library Board within 10 business days of the date the privileges were suspended or limited. The appeal should be sent to the President of the Library Board; the decision of the Library Board is final.

If the patron violates the policy by causing damage to Library property, the patron shall be assessed the actual costs.

The Acceptable Use Policy is prominently displayed and by accepting this policy prior to using a Library computer or the wireless service, a patron is consenting to monitoring use.

    a. **APPENDIX – ACCEPTABLE USE POLICY**