

Lake Villa District Library

Computer Use Policy

Mission Statement

The Lake Villa District Library (LVDL) is a welcoming environment where people connect with books and other resources for lifelong learning, information, and leisure to enrich the quality of life.

Lake Villa District Library wishes to provide equitable computer access to all patrons. This is done using an automated time management system.

Please observe the following computer rules:

Top Ten Computer Rules

1. Sign yourself in using the library's automated computer sign-in system.
2. Do not download and/or install software programs on library computers.
3. Do not display pornographic or obscene materials.
4. If no computers are available, check with library staff or make a reservation for when a computer is available.
5. Save your work on a floppy disk or USB Flash Drive. Work cannot be saved on the hard (C:) drive. (Floppy disks can be purchased at the Circulation Desk.)
6. Computer work stations are intended for use by one person at a time.
7. Computers in the children's area are intended for children age 12 and younger.
8. Make sure that all personal media brought into the library is operable and in good condition.
9. Obey the general library rules regarding noise.
10. Contact the Reference staff for assistance.

Acceptable Use Policy

Internet Access:

To assist users, LVDL librarians, following selection guidelines, have selected links for the LVDL web site (<http://www.lvdl.org>) from the vast resources available on the Internet. Public access to the Internet is not limited to these links.

The quality, accuracy and timeliness of information on the remainder of the Internet varies, and sites may be controversial or of a mature nature. LVDL does not monitor, has no control over, and does not accept responsibility for material on other sources on the Internet. Library users access the Internet at their own discretion and are responsible for the results of their searches.

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Responsibilities of Computer Users:

LVDL requires computer users to respect the rights and sensibilities of all library users. Some Internet sites are inappropriate for viewing in a public setting. Users should refrain from the use of Internet sounds and visuals that may disrupt the ability of other library patrons to use the library and its resources. The library staff reserves the right to end Internet sessions when library rules are violated. (See also Illegal and Unacceptable Uses). A parent must accompany all children less than 7 years old.

Internet Safety:

Librarians are partners with parents in guiding children to safe and appropriate use of the Internet. Parents and guardians are responsible for supervising their children's Internet sessions and for letting their children know if there are materials children should not use or view. The library assists parents and guardians who desire guidance for their children's use of the Internet through their technical expertise and guidance. Parents and guardians are directed to the "[Child Safety on the Information Highway](http://www.safekids.com/child_safety.htm)" (http://www.safekids.com/child_safety.htm) produced by the National Center for Missing and Exploited Children and Inter-active Service Organizations for assistance on protecting their children.

LVDL staff provides guidance and assistance to children, parents and guardians in a variety of areas:

- Reference librarians provide suggestions and assistance in conducting online research.
- The library web site includes a specially designed page for children which contains links to recommended free and paid information resources on a variety of frequently requested topics.

Copyright:

U.S. Copyright law (Title 17, U.S.C.) prohibits the unauthorized reproduction or distribution of copyrighted materials, except as permitted by principles of fair use. Users may not copy or distribute electronic materials (including electronic mail, text, images, music, programs or data) without the explicit permission of the copyright holder. Any responsibility for any consequences of copyright infringement lies with the users; the Lake Villa District Library expressly disclaims any liability or responsibility resulting from such use.

Software/Hardware:

Library software is copyrighted and may not be reproduced. (See also Copyright). Users may not load or download their own or any other software on library equipment. This includes, but is not limited to, disks that are checked out, disks in books that may be checked out, and disks in reference materials that must remain in the library. Users are

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not permitted to store any software or other data on the hard drives of the library's computers or alter the programs currently installed on the systems. Anyone tampering with any library hardware or software may be denied access to library computers in the future and also may lose their library privileges.

Disclaimer:

Users access the library computer hardware, software and documentation at their own risk. The Lake Villa District Library is not responsible for equipment malfunction, loss of data, any damages to the user's disks, data, laptops, etc. or failure of electronic transactions/transmissions of any type which are related to the public use of library computer resources.

Illegal and Unacceptable Uses:

People may use the library computers only for legal purposes. Examples of unacceptable uses include but are not limited to the following:

- Display of sexually explicit or pornographic materials;
- Harassment of other local or remote users or violation of their privacy;
- Libeling, slandering or maliciously offending other local or remote users;
- Violation of copyright laws or software licensing agreements;
- Attempting to crash, degrade performance or gain unauthorized access to the LVDL or other computer systems and networks;
- Damaging equipment, software or data belonging to LVDL or other local or remote users.

Violations may result in the loss of Internet and/or library privileges. Illegal use of the computers also may be subject to prosecution by local, state or federal authorities.

Computer Use Procedures (As of January 1st 2005)

The Lake Villa District Library (LVDL) has divided the computers available for public access into four groups to better serve the diverse needs of the community. These groups are the Gridley Computer Lab, the Youth Services Computer Lab, the Study Rooms and the Online Public Access Computers (OPACs). To ensure free access for all patrons, the library has installed software, PC Reservation, on all lab computers to manage user time limits.

The specifics of these procedures may be changed with changes in the software being used.

Gridley Computer Lab

Authorized Users:

All users must have a library card registered in the library database to sign on to the computer. Those users without a registered library card should ask at the Reference Desk for more information and assistance.

Reservations:

If the user sees that a computer is not in use, she may begin a session by sitting down at that computer and entering her library card number. This is an @Client Reservation. If all computers are in use, the user may make a reservation for the next available computer at the Reservation/Print Station located outside the Gridley Computer Lab.

If the computer for which a user has the next reservation becomes available early, the user may begin his session by sitting down at that computer and entering the Reservation Number on his receipt.

If a computer becomes available and the next reservation on that computer is in less than one hour away, users will be offered a short session. The user may accept the short session, which will count as one of her two sessions for the day, or she may decline the short session and take the next available full session. A short session will not be offered if less than 15 minutes remains before the next reservation on a computer.

Time Limits:

Users may sign on to an available computer for one hour per session.

If there is no waiting list for the computer, the user may be offered an unlimited number of 15 minutes extensions. The user will be given a maximum of two sessions per day. Any session, no matter how long the user has actually been logged in, will be considered completed when the time limit is up or the user logs off manually.

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The system will present the user with three warnings that the session will be ending and remind them to save any data. The warnings will come 10 minutes, 4 minutes and 2 minutes before the system closes all applications and ends the user's session. If there is difficulty saving data, the user should contact the Reference Desk for assistance before the session ends. Users are encouraged to save their work early and often.

The library is not responsible for the loss of data caused by hardware/software problems, the user, or the ending of a session.

Hours of Use:

The computers in the Gridley Computer Lab will be available starting at the library's normal opening time, as determined by the library's primary server. All sessions will end 5 minutes before closing.

The Gridley Computer Lab may be unavailable due to library-provided classes, training or maintenance.

Software:

The Gridley Computer Lab computers have the following software installed:

- Microsoft Word
- Microsoft Excel
- Microsoft PowerPoint
- Microsoft Access
- Adobe Acrobat Reader
- Public Web Browser (Internet Access)

Internet Access:

Internet access is available from computers in the Gridley Computer Lab. All users who wish to access the Internet from within the library must agree to the library's Internet Access Policy.

Printing:

Printing is available from the Gridley Computer Lab. The printing charge is 10 cents per page. Print jobs will be sent to the Reservation/Print Station outside the Gridley Computer Lab. Printing requires a library debit card, which is available from the dispenser at the Reservation/Print Station. The Lake Villa District Library is not responsible for loss of data that may occur when printing.

Saving Files and Documents:

Lake Villa District Library computers do not allow the user to save documents or personal files to the hard drive. All documents that are saved must be saved to removable media

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belonging to the user. Floppy disks may be purchased at the library Circulation Desk. The Lake Villa District Library is not responsible for loss of data that may occur when saving documents. The library encourages users to save early and often.

Youth Services Computer Lab

Authorized Users:

All users must have a library card registered in the library database to sign on to the computer. Those users without a registered library card should ask at the Youth Services Reference Desk for more information and assistance.

Reservations:

If the user sees that a computer is not in use, she may begin a session by sitting down at that computer and entering her library card number. This is an @Client Reservation. If all computers are in use, the user may make a reservation for the next available computer at the Youth Services Reservation/Print Station located next to the Youth Services Reference Desk.

If the computer for which a user has the next reservation becomes available early, the user may begin his session by sitting down at that computer and entering the Reservation Number on his receipt.

If a computer becomes available and the next reservation on that computer is in less than one hour away, users will be offered a short session. The user may accept the short session, which will count as one of her two sessions for the day, or she may decline the short session and take the next available full session. A short session will not be offered if less than 15 minutes remains before the next reservation on a computer.

Time Limits:

Users may sign on to an available computer for one hour per session.

The user will not receive extensions to his time while on a Youth Services Computer Lab computer. The user will be given a maximum of two sessions per day. Any session, no matter how long the user has actually been logged in, will be considered completed when the time limit is up or the user logs off manually.

The system will present users with three warnings that the session will be ending and remind them to save any data. The warnings will come 10 minutes, 4 minutes and 2 minutes before the system closes all applications and ends the user's session. If there is difficulty saving data, the user should contact the Youth Services Reference Desk for assistance before the session ends. Users are encouraged to save their work early and often.

The library is not responsible for the loss of data caused by hardware/software problems, the user, or the ending of a session.

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Hours of use:

The computers in the Youth Services Computer Lab will be available starting at the library's normal opening time, as determined by the library's primary server. All computers will become unavailable 5 minutes before closing.

Software:

The Youth Services Computer Lab computers have the following software installed:

- Microsoft Word
- Microsoft Excel
- Microsoft PowerPoint
- Microsoft Access
- Adobe Acrobat Reader
- Public Web Browser (Internet Access)
- Age appropriate educational games

Internet Access:

Internet access is available from computers in the Youth Services Computer Lab. All users who wish to access the Internet from within the library must agree to the library's Internet Access Policy.

Printing:

Printing is available from the Youth Services Computer Lab. The printing charge is 10 cents per page. Print jobs will be sent to the Reservation/Print Station next to the Youth Services Reference Desk. Printing requires a library debit card, which is available from the dispenser at the Reservation/Print Station outside the Gridley Computer Lab

The Lake Villa District Library is not responsible for loss of data that may occur when printing.

Saving Files and Documents:

Lake Villa District Library computers do not allow the user to save documents or personal files to the hard drive. All documents that are saved must be saved to removable media belonging to the user. Floppy disks may be purchased at the library Circulation Desk. The library encourages users to save early and often.

The Lake Villa District Library is not responsible for loss of data that may occur when saving documents.

Study Rooms

Authorized Users

All users of the Lake Villa District Library may use the Study Rooms.

Reservations:

Users must sign up to use the Study Rooms at the Reference Desk.

Time Limits:

Use of the Study Rooms will be limited to one hour if other users are waiting.

The library is not responsible for the loss of data caused by hardware/software problems or user errors.

Hours of use:

The Study Rooms will be available during the library's normal hours of operation.

The Study Rooms may be reserved for various purposes by library staff.

Software:

The Study Room computers have the following software installed:

Study Room A:

- Microsoft Word
- Microsoft Excel
- Microsoft PowerPoint
- Microsoft Access
- Microsoft Publisher
- Adobe Acrobat Reader

Study Room C:

- Microsoft Word
- Microsoft Excel
- Microsoft PowerPoint
- Microsoft Access
- Adobe Acrobat Reader

Internet Access:

Internet access is not available from the Study Rooms.

Printing:

Printing is available from the Study Rooms in which there is a computer. The printing charge is 10 cents per page. Print jobs will be sent to the Reservation/Print Station outside the Gridley Computer Lab. Printing requires a library debit card, which is available from the dispenser at the Reservation/Print Station outside the Gridley Computer Lab

The Lake Villa District Library is not responsible for loss of data that may occur when printing.

Saving Files and Documents:

Lake Villa District Library computers do not allow the user to save documents or personal files to the hard drive. All documents that are saved must be saved to removable media belonging to the user. Floppy disks may be purchased at the library Circulation Desk. The library encourages users to save early and often.

The Lake Villa District Library is not responsible for loss of data that may occur when saving documents.

Online Public Access Computers

Authorized Users:

All users of the Lake Villa District Library may use the Online Public Access Computers scattered throughout the library.

Reservations:

No reservation is required to use the OPACs.

Time Limits:

There is no time limit while using the OPACs

Hours of Use:

The OPACs will be available during the library's normal operating hours.

Software:

The OPACs have the following software installed:

- Library Catalog (IBistro)
- Adobe Acrobat Reader

Internet Access:

Internet Access is restricted to the Library Catalog, the Library web site and the various subscription indexes, databases, etc. for which the library has licenses.

Printing:

Printing is not available from the OPACs at this time.

Saving Files and Documents:

Lake Villa District Library computers do not allow the user to save documents or personal files from the OPACs.

Compliance

Failure to comply with this policy or with library staff directions may result in restriction or termination of the user's computer and/or library privileges and may result in prosecution under local, state or federal laws.

Staff Assistance

Users may request assistance at either the Adult or Youth Reference Desk. Staff can provide basic support for library installed software and printers; this includes reserving computers, using the library catalog and databases, saving documents or files, and printing. Additional assistance may be available as time and resources allow; otherwise, reference materials may be suggested for users.

The library regularly holds Computers for Beginners and Internet for Beginners classes. Users may also sign up for computer coaching from volunteers trained on more specific topics.

If Public Services staff cannot provide assistance for a problem and the Information Technology Services Department is unavailable, the user should fill out a Technology Reporting Form, found near the Print Stations and the Adult and Youth Reference Desks. These forms will be reviewed by the library's Information Technology Services Department to determine the corrective actions required.