

**Section I: Management Policies**

---

**TITLE: Computer, Network and Internet Usage Policy**

Lake Villa District Library (LVDL) provides equitable computer usage, and extends access to information and media by offering a public wireless network for Internet access to all patrons.

The following guidelines have been established for appropriate use of library computer equipment, the public wireless network, and the Internet. Users accept responsibility to respect others and engage in appropriate conduct while using library or personal resources while on library property.

**Public Computer Usage**

- Computers are located in open, public spaces in the library. Computers are available on a first-come, first served basis, however, priority for computer use is given to library sponsored programs.
- Computer access requires a library card or guest login. Library computers are equipped with timing software to ensure equitable access to all patrons.
- LVDL accepts no liability for any loss of privacy or data patrons may experience or any damage or harm arising from such loss. Each user should exercise caution when using public computers to avoid unauthorized disclosure, use, or dissemination of personal information
- Computers located in the Youth Services area are available for use by children, young adults, and adults accompanying a child.
- Content or data saved to a library computer will be permanently erased when the device is shut down. Patrons should regularly save changes to external storage.
- LVDL computers are secured to prevent any software from being installed on the hard drive.
- Library computers may not be used for any purpose that violates federal, state or local laws. Users may not violate software license agreements or copyright laws.
- LVDL cannot guarantee that computers will be available or operate properly at all times.

- LVDL assumes no responsibility for damage, theft, or loss of any kind to a user's personal equipment, software or data files that the user connects to the computer.

### **Public Network/Internet Access**

- LVDL offers free, unfiltered access to the Internet via its public network. Users access the Internet at their own discretion. Parents or legal guardians are solely responsible for deciding what online content is appropriate for their children.
- Although the Internet provides a wide variety of many valuable resources, it is essential that users understand that the library exercises no control over the content of the Internet. Users must recognize that not all information available on the Internet is accurate, complete, or current.
- LVDL operates a wireless public network and does not guarantee account privacy or safety. Patrons should have no expectation of privacy or security when using the public network or accessing the Internet. Patrons accept full responsibility and agree that the library assumes no liability for any indirect, consequential, special or punitive damages or losses which may arise in connection with their use of the Internet. Patrons are solely responsible for the use and protection of their personal online accounts.
- Users are to refrain from accessing or displaying material that may be considered inappropriate, offensive, or disturbing.
- Public networks are not to be used for any purpose that violate federal, state or local laws.
- Users may not access illegal material or violate Internet use laws.
- LVDL cannot guarantee that the network or access to the Internet will be available or operate properly at all times.

LVDL staff are authorized to enforce library policies and guidelines.

Adopted: November 14, 2011

Revised: 11/17/17, 6/19