WHITE CLOUD COMMUNITY LIBRARY

INTERNET POLICY

The White Cloud Community Library is pleased to offer access to the wealth of information available on the Internet via NCATS (The Newaygo County Advanced Technology Services). While the Internet offers global access to information, not all sources on the Internet provide information that is accurate, current or legal. The White Cloud Community Library is unable to monitor or control the content of Internet materials that can change rapidly and unpredictably.

STAFF ASSISTANCE:

THE LIBRARY STAFF PROVIDES ASSISTANCE LIMITED TO BASIC START UP OF THE INTERNET. The staff is not familiar with all Internet resources, and individuals new to the Internet should consider taking classes or reviewing videos, books, and/or other materials in order to familiarize themselves with Internet applications.

CHOOSING AND EVALUATION SOURCES:

The White Cloud Community Library has no control of the Internet and its resources and assumes no responsibility for the quality, accuracy, or currency of any Internet resource. Neither the White Cloud Community Library, nor its officers, director or employees shall be liable for any damages (direct or consequential), including lost profits, for any information obtained or provided on the Internet. Users should evaluate Internet sources just as they do printed publications, questioning the validity of the information provided. Patrons must understand that connections to specific sites on the Internet may be unavailable for technical reasons beyond local control, including an overloaded host computer at the destination site, a new Internet address for the destination site, or a restricted/pass-worded authorization at the destination site.

USER RESPONSIBILITIES:

It is prohibited to use the Internet for illegal or criminal purposes, infringe on copyright materials, or seek access into unauthorized areas. This includes tampering with the set-up configuration of the software and hardware, altering screen-savers, icons, and passwords. In the event that a user attempts and/or succeeds to interfere with or disrupt services, equipment, or other users, the Library Director shall suspend that user's privilege of using the Internet stations. THE PATRON WILL BE CHARGED FOR REPAIR OF DAMAGE CAUSED

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THROUGH CARELESSNESS OR INTENTIONAL MISUSE OF EQUIPMENT, WITH A $20 CHARGE FOR ALTERING SCREEN-SAVERS, ICONS, AND/OR PASSWORDS.

The Library considers Internet use private and confidential within the limits of the public environment, the technology of the equipment, and the requirements of the law. Therefore: ONLY ONE INDIVIDUAL MAY BE AT THE COMPUTER STATION AT A TIME (unless a parent is supervising a child).

CHILDREN'S USE OF THE INTERNET:

PARENTS OF MINORS ARE EXPECTED TO ASSUME RESPONSIBILITY FOR THEIR CHILDREN'S USE OF THE INTERNET IN THE SAME MANNER THAT THEY WOULD FOR THE USE OF BOOKS, MAGAZINES, VIDEOS OR OTHER MATERIALS. Library personnel do not monitor or supervise Internet access except for the length of time is use. Parent or legal guardians, not the Library staff, are responsible for the Internet information selected and/or accessed by their children. PARENTAL SUPERVISION OF CHILDREN SEARCHING THE INTERNET IS ADVISED. (See "Questions about Youth, Libraries and the Internet" produced by the Michigan Library Association. Copy available at desk.)

PATRON RESPONSIBILITIES:

Patrons should be aware that the Internet contains material of a controversial nature. Viewing of certain materials in the public library may be considered improper in time, place or manner. While patrons are free to access whatever Internet sites they wish, the library must also respect the rights of other patrons. THE LIBRARY RESERVES THE RIGHT TO END AN INTERNET SESSION AT ANY TIME IF IT IS CREATING A DISTURBANCE.

Any patron leaving an offensive screen on at the end of a session, inadvertently exposing others to material and/or images they may find personally unsuitable, shall be denied access to the Internet for 1 month.   Further such occurrences will result in a $20 fine per screen, with added penalties at the discretion of the Library Director.

RULES GOVERNING USE:

Sign Up

Sign-up must be done in person. No reservations will be taken over the phone.   To sign up for the Internet, patrons must have their own library card with

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them. Their card must not have fines of over $5.00 or they will not be allowed to use the computers.   There is a 60 minute time limit per day, per patron; the minutes will be tracked, with the patron expected to leave the Internet station at the end of the allotted time. (Updated 08/07)

One person per terminal, unless a parent is supervising a child.

PLEASE NOTE: Internet computers are shut down 5 minutes before closing time. Please allow time to end your session accordingly.

Copies

Copies made from the Internet are 20 cents per page. They are printed out, and to be paid for, at the front checkout desk. Any copies not picked up will be charged to your library card.

PLEASE NOTE: Downloading is NOT available at any library terminal.

NOTICE:

Due to passage of Michigan Public Act 212, effective October 1, 2000, all patrons age 17 and under will be required to have an Internet/computer user registration card signed, in person, by a parent/guardian. The form will denote whether the parent/guardian gives permission for the minor to use a filtered or unfiltered Internet computer. This form MUST be on file at the Library <u>BEFORE </u>any minor patron will be allowed to use the Internet computers.

(Updated 3/16/01)

WIRELESS ACCESS POLICY

GUIDELINES:

The user is responsible for setting up their laptop to access the Library's public wireless access network. Library staff is <u>not</u> allowed to configure laptops.

Virus protection and security are the responsibility of the user. The Library does not accept any responsibility regarding the security of data, including personal information.

Wireless connections do not include the ability to print documents.

The Library reserves the right to limit use when volume compromises normal library operations.

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The Library will cooperate with authorized officials in the event a person violates any federal or state law.

CONNECTION INFORMATION:

The laptop must conform to the "802.11b" or "802-11G" standard, commonly known as "WiFi". New laptops usually come standard with a wireless interface and will be configured to automatically pick up the wireless signal. Older laptops with a PCMCIA slot or USB port can be fitted with a wired/wireless network interface card (NIC).

The network card must be configured to use TCP/IP.

The network card must be set to "obtain an IP address automatically via DHCP".

SETTINGS:

MODE: Infrastructure

SSID:)(WHITECLOUDLIBRARY

WEP: disabled (disables Wired Equivalent Privacy)

(Adopted 5/11/05)