



ECKHART PUBLIC  
LIBRARY

# Eckhart Public Library

## Computer Use Policy

The Library Board and employees of Eckhart Public Library are not responsible for the information that patrons access and obtain while using the library's equipment or network connection. Library users are responsible for the access points they reach on the Internet. The Eckhart Public Library Board of Trustees has the right to set and enforce rules and regulations concerning the use of the Library's computers. The Eckhart Public Library reserves the right to amend this policy at any time.

1. To use computers at Eckhart Public Library, community members will need one of the following:
  - a. An Eckhart Public Library or Evergreen Indiana library card, with an account in good standing, and PIN, or an Evergreen Indiana computer use card with a PIN.
    - i. All library card holders have access to the Internet. Parents and guardians of minors (under age 18) are responsible for monitoring Internet use. If parents or guardians prefer to restrict a child from accessing the Internet, please speak with a staff member.
  - b. Library card users without an Evergreen card in good standing may use a guest pass to access computers.
  - c. Minors under the age of 8 who do not have library cards will be given access to computers and the Internet for the purpose of doing homework.
  - d. Minors between the ages 8 and 18 who do not have library cards will be given guest passes to access computers.
2. Eckhart Public Library computers have time management software allowing all patrons equal access to this equipment.
  - a. Computers in the Main Library, Children's Department, and Teen Library can be used for a total of 3 hours with half-hour sessions on a first-come, first-served basis.
  - b. Computers in the Willennar Genealogy Center have hour-long sessions for research purposes. Time limits depend on availability.
  - c. If you have specific computer needs, make those known to a library staff member at the start of your session.
3. Eckhart Public Library has a public copier available for patrons to print their documents.
  - a. Patrons are responsible for the cost of their printing no matter how the document is formatted or printed. Patrons are encouraged to preview their print jobs on their computers before printing to help ensure they will print correctly.
  - b. Black and white printing costs fifteen cents per page.
  - c. Color printing costs fifty cents per page.

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4. Patrons are encouraged to continually save their work on an external drive or cloud server as Eckhart Public Library is not responsible for lost data.
  - a. USB storage devices are available for patron use.
  - b. Files and programs downloaded to public library computers are automatically deleted daily to protect the privacy of computer users.
  - c. The library abides by the decisions made by security filters and anti-virus programs.
5. Personal electronic devices are welcomed to be used on the EPL campus. Library staff may not be able to answer technical questions about specific configurations.
  - a. Free Wi-Fi is available throughout the Eckhart Public Library campus for patrons to use. The network is not secure and patrons are encouraged to use their own security programs. The WiFi network does not require a password, but users may need to connect using an internet browser.
  - b. All printing costs apply. Mobile printing is available for patrons.
  - c. Eckhart Public Library is not responsible for personal items and equipment on library property.
6. Inappropriate use of the library's digital resources can result in the loss of computer access and a temporary block on those accounts involved. Inappropriate use can include but is not limited to:
  - a. Using a library card that is not your own to access library computers
  - b. Any purpose that violates applicable federal, state, or local laws, ordinances, rules or regulations. Evidence of illegal activity will be reported to the proper legal authorities. Eckhart Public Library will cooperate with the proper authorities in the investigation of illegal activities
  - c. Interfering with or disrupting other computer users, services, or equipment
  - d. Attempting to gain or gaining unauthorized entry to other computers, information, communication devices or resources.
  - e. Deliberate attempts to disrupt the Eckhart Public Library computer system or destroy data by spreading computer viruses or by any other means
  - f. Malicious, threatening, harassing, or obscene behavior, including but not limited to fondling parts of the body and/or public display of obscene materials on computer screens or in hard copy
  - g. Viewing sexually explicit material that appeals to the prurient interest
  - h. Unauthorized disclosure, use, and dissemination of personal information regarding minors
  - i. Copying, saving, or redistributing copyrighted or other protected material. Patrons should assume that all material is copyrighted unless explicitly noted
  - j. Any action in violation of the Eckhart Public Library Code of Conduct on Library Campus.
7. In compliance with the Children's Internet Protection Act (CIPA), the Eckhart Public Library strives to:
  - a.
    - i. Guard against access by minors to inappropriate materials on the Internet.

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- ii. Guard against unauthorized access, including “hacking” and other unlawful activities by minors online.
  - iii. Guard against unauthorized disclosure, use, and dissemination of personal information regarding minors.
  - iv. Provide measures designed to restrict minors’ access to materials deemed harmful to minors.
  - v. Ensure the safety and security of minors when using email, chat rooms, and other forms of electronic communications.
- b. C.I.P.A – Childhood Internet Protection Act (Pub. Law 554, Title SVII) mandates filtering on library computers. On July 8, 2003, the Eckhart Public Library board determined that Eckhart Public Library would install a filtering or blocking device that blocks access to visual images that are considered to be obscene, pornographic, and harmful to minors. The criteria and determinations of such sites are set up by the parameters of the filtering/blocking software. Due to the rapid and unpredictable changes on the Internet, no written list will be produced. Even with filtering software the parents and guardians of minor children must ultimately assume responsibility for their children’s use of the Internet through the Library’s connection.
8. The intent of filtering and blocking devices on library computers is to make it safer for children to access the Internet by restricting certain sites. However, Internet filters are imperfect and may over-block and under-block content. Eckhart Public Library maintains that ultimate responsibility for children’s use of computers rests with parents and guardians.