BOARD OF TRUSTEES POLICY

**Internet and Computer Acceptable Use
Policy #15
Original: March 23, 2007
Revised: February 10, 2018**

**Tipp City Public Library
11 East Main Street
Tipp City OH 45371**

Internet

The Tipp City Public Library provides access to the Internet through the Ohio Public Library Information Network (OPLIN) to its patrons and staff. Neither the library nor OPLIN guarantee the truth or accuracy of information that may be found on the Internet. Some resources may contain material that some people find offensive, and some sites are inappropriate for children. Parents are encouraged to monitor their children's use of these resources.

Patrons should understand basic safety guidelines when using the Internet regarding the sending of personal information. Additional information on Internet safety is available from Library staff.

In offering Internet access, the library cannot control nor assume responsibility for:

- The content of interactive communication such as e-mail, newsgroups, bulletin boards, and messaging.

- The validity of information found on websites.

- Accessibility due to technical difficulties or Internet reliability.

- Privacy of information from any websites left open by a patron.

- Damage to patron's files, data, or portable storage devices.

Inappropriate Use

In order to comply with contemporary community standards regarding obscenity as defined in Section 2907.01 of the Ohio Revised Code, the Library deems as inappropriate the following uses:

- Display of sexually explicit graphics.

- Display or transmission of profane, abusive or threatening language.

- Unauthorized copying of copyright-protected materials.

- Violating any local, state or federal statute.

- Attempting to modify or gain unauthorized access to files, passwords, or data belonging to others.

- Seeking to gain unauthorized access to any computer system or to damage or alter components of any network.

- Misrepresenting oneself as another user.

Computers

By using the Tipp City Public Library's network, patrons agree to the following:

- Library computers are part of the library's Local Area Network (LAN). Each computer in the network is set up to run pre-installed software only.

- Patrons may not run their own software, customize files, or change configurations. Deliberate altering of any files or modifying the configuration of any PC or peripheral is considered a violation of computer system security and will result in the loss of library computer privileges, with possible legal ramifications.

- Patrons may not turn off the computer, reboot the system, or attempt to make repairs to any library computer. Ask a library staff member for assistance.

- Destruction or damage of equipment due to willful misuse may result in legal action. Willful removal of any part of the PC will be considered theft and may result in legal action.

- To ensure privacy for personal accounts, such as e-mail, shopping, etc., patrons are to log off each account, close the application that was used and return to the main menu.

Time Limits

There is a 60-minute limit when others are waiting. Patrons are to sign up to use a computer with their library card.

Printing

Cost of printing is $0.10 per page for black/white and $0.50 per page for color.

Patrons are not to refill paper trays and should ask library staff for assistance.

Downloading

Downloading to a portable storage device is permitted.

Portable storage devices that are lost and unclaimed are discarded after 30 days.

E-mail

Accessing email is permitted.

Wireless Service

Wireless service is available and is governed by this Policy. Additional information is available from Library staff.

Patrons violating any usage guideline will be asked to stop. If the violation continues, the patron may forfeit the right to use the computers at the Tipp City Public Library.