

Policy and Procedure Manual	Section B 6
Public Policy Public Access to Electronic Information Networks Policy	Issued: <b>March 16, 1998, revised November 17, 2003, revised October 19, 2005, revised September 18, 2006</b> Approving Authority: Board of Library Trustees

## **Public Access to Electronic Information Networks Policy**

### **The Mission**

The Orland Park Public Library, Aileen S. Andrew Memorial, is dedicated to providing the best possible library service for the Village of Orland Park. The library is committed to collecting and dispensing information in conjunction with and in support of the principles of intellectual freedom for all. This is the mission of our library. As a member of the Illinois Library and Information Network (ILLINET), the Orland Park Public Library is committed to networking, which represents good public policy by maximizing the use of resources of all types of libraries. To continue to meet the needs of the members of our community, in an age when access to ever-increasing amounts of information changes constantly, the Board of Library Trustees and the staff of the Orland Park Public Library present this policy to offer and regulate the use of electronic information networks at the library.

The Orland Park Public Library uses electronic information networks such as the Internet for a variety of purposes:

1. Access to shared automation systems that provide bibliographic access to the collections of the local library.
2. Access to the information resources available via the Internet.
3. Access to general and specialized shared licensed databases.

### **Relationship to Other Library Policies**

The Orland Park Public Library policy for Public Access to Electronic Information Networks is part of the Library's overall policy structure and should be interpreted in conjunction with other existing policies.

### **Resources available via the Internet and Other Electronic Information Networks**

Most resources available via the Internet and other electronic information networks are "global" resources rather than "local" resources. The Orland Park Public Library does not and cannot control the information content available through global resources such

as information obtained from outside sources via the Internet. Resources from electronic information networks enhance and supplement resources that are available locally within a library. Library users must be aware that the Orland Park Public Library does not exercise control over information obtained via the electronic information networks and must keep in mind the following points when evaluating information obtained via these sources:

1. Information obtained via the electronic information network resources may or may not be reliable and may or may not be obtained from a reliable source.
2. Information obtained via the electronic information network resources may or may not be accurate.
3. Information obtained via the electronic information networks may or may not be current or up to date.
4. Links to information on the electronic information network resources may not always be valid, and particular information sites on the Internet may sometimes be unavailable and this unavailability often occurs unpredictably.
5. Certain information obtained via the electronic information network resources may be considered controversial by some library patrons.

The Orland Park Public Library urges patrons to be informed consumers and carefully evaluate information obtained via the electronic information network resources. Library staff members may be available to assist patrons in making judgments about the reliability or currency of certain types of electronic network resources, but are unable to provide definitive analysis of particular sources due to the extremely large variety and volume of information available via the electronic network resource.

The Orland Park Public Library cannot assure privacy or system security and is not responsible for damages, indirect or direct, arising from a library patron's use of electronic network resources.

### **Use of Equipment and Networks**

The Orland Park Public Library requires that library patrons using the electronic information network resources do so within the guidelines of acceptable use. The following activities are unacceptable:

1. use of electronic information networks for any purpose which results in the harassment of other users and staff members;

2. destruction of, damage to, or unauthorized alteration of the library's computer equipment software, network security procedures, or any activities which interfere with or disrupt network users, services or equipment;
3. use of electronic information networks in any way which violates a Federal, State, or local law;
4. use of electronic information networks in any way which violates licensing and payment agreements between the Orland Park Public Library and network or database providers;
5. unauthorized duplication of copy protected software or violation of software license agreements;
6. violation of any copyright laws;
7. violation of system security;
8. behaving in a manner which is disruptive to other users, including, but not limited to overuse of computer equipment which serves to deny access to other users;

Illegal acts involving library computer resources will be reported to the police and may be subject to prosecution by local, state or federal authorities.

### **Patron Assistance and Instruction**

The Orland Park Public Library's staff may provide assistance to patrons in the use of electronic information networks as time and staff knowledge permits. It may not be possible for staff to evaluate or judge the quality or merits of sites that the patron may access. Printed and online documentation and instructions are available at or near points of services.- Formal instruction in particular aspects of electronic information network use may be available.

### **Children's Access to Electronic Information Networks**

The Orland Park Public Library supports the right of all library users to access information and will not deny access to electronic information networks based solely on age. The Library recognizes that electronic information networks, such as the Internet, contain material inappropriate for children. As with other library materials, supervision of a child's access to electronic information networks is the responsibility of the parent or legal guardian. Children age nine and under must be accompanied by an adult or other guardian during use of the electronic information networks. The library provides filtered and unfiltered access to the electronic information networks and it's the responsibility of the parent/guardian to choose the type of access for their children under the age of 10. Due to the nature of the Internet and current technology limitations, the Library cannot

guarantee that filtered Children's Internet access will prevent the access of inappropriate material. Parents are encouraged to discuss with their children issues of safe and appropriate use of electronic resources. Library staff cannot monitor children's use.

## **User Agreements**

### *Adult*

Patrons wishing to use the library's electronic information networks must sign the Electronic Information Networks User Agreement of the Orland Park Public Library. Adults age 18 years and older can not use computer workstations in the Youth Services Department or Teen Area.

### *Children*

A parent or guardian must sign an Electronic Information Networks User Agreement for youth age 9 and under. The parent or guardian must specify unfiltered (Adult) or filtered access for each person. Youth, ages 10 – 17 can sign their own agreement for filtered computers. In order to use unfiltered access, a parent/guardian must sign a user agreement for children ages 10 -17. Parents restricting their children under the age of 18 from using any computer stations must sign a form stating as such.

## **Breach of Policy**

Violation of any aspect of this policy may result in the loss of library privileges.

**Adopted by the Board of Library Trustees on March 16, 1998, revised November 17, 2003, revised October 19, 2005, revised September 18, 2006.**