

Policy and Procedure Manual	Section B 6.1
Public Policy Public Access to Electronic Information Networks Policy	<b>Issued:</b> March 16, 1998. Revised November 17, 2003. Revised October 19, 2005. Revised September 18, 2006. Revised November 16, 2009. Revised February 12, 2014; ratified March 17, 2014; re-approved August 18, 2014. <b>Approving Authority:</b> 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 mission of the library is to collect and dispense information in conjunction with and in support of the principles of intellectual freedom for all. 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, in particular the Patron Behavior policy.

## **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.

### **Responsibility of Patrons**

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. Patrons are urged to respect the sensibilities of others when accessing information that may reasonably be offensive to someone else. Viewing of material which may be disturbing or offensive to others within viewing distance is prohibited. Absolute privacy in accessing and using the electronic information networks in the library cannot be guaranteed. There exists a possibility of inadvertent viewing by others. The “Patron Behavior Policy” applies to the behavior of patrons using the

library's electronic information networks. Access, use or dissemination of information via the electronic information networks in the library is the responsibility of the patron.

### **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 or bandwidth which serves to deny access to other users.
9. knowingly accessing with intent to view any material that contains an image of child pornography.

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

### **Wireless Access**

The Orland Park Public Library provides an unfiltered/unsecured wireless access network for users with wireless electronic devices. This service is not to be used as a permanent connection. Wireless access is less secure than wired access. Signal strength may vary in the building.

**By choosing to use this free wireless access, you agree to abide by this policy that prohibits abusive or illegal activity while using this access.**

Most wireless electronic devices will be compatible with the library's access points. However, the library cannot guarantee that your hardware will work with the library's wireless access network. If a user experiences problems connecting to a wireless access point, staff will verify that the library's wireless access network is operational, but staff are not trained to configure or troubleshoot wireless electronic devices. Please refer to your owner's manual or other support services offered by your device manufacturer.

The library's wireless access network provides no security between the access points and your electronic device; therefore, someone in the library vicinity, inside or outside, can potentially capture information sent to or from your device. The library cautions wireless users against transmitting credit card information, passwords and any other sensitive personal information while using any wireless access point. All wireless access users should have up-to-date virus protection on their wireless electronic devices and take appropriate precautions when using this service.

Use of the Orland Park Public Library wireless access network is entirely at the risk of the user. The library assumes no responsibility for the safety of equipment or device configurations, security, or data files resulting from connection to the library's wireless access network or the Internet, or liability for any consequent damage to hardware, software or data.

### **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 access to the wired electronic information networks for children age 17 and under. Due to the nature of the Internet and current technology limitations, the Library cannot

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

## **User Agreements**

### *Adult*

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

### *Children and Teens*

A parent or guardian must sign an Electronic Information Networks User Agreement for filtered computer access youth age 9 and under. Youth, ages 10-17 can sign their own agreement for filtered computers. Parents restricting their children age 17 and under from using any computer stations must sign a Library provided form stating this.

## **Breach of Policy**

Violation of any aspect of this policy may result in the loss of library privileges in accordance with the Library's Patron Behavior Policy.

**Adopted by the Board of Library Trustees on March 16, 1998. Revised November 17, 2003. Revised October 19, 2005. Revised September 18, 2006. Revised November 16, 2009. Amended February 12, 2014; ratified March 17, 2014; re-approved August 18, 2014.**