

Thompson Public Library Internet Use Policy

Approved: June 2008

Revised and Retained: April 2011, December 2013, November 15, May 2020

Philosophy Statement

Thompson Public Library is pleased to provide electronic resources via the Internet through the use of our public access computers. Computers are available for public use during regular library hours except during times of routine or emergency maintenance. The purpose of providing public Internet access is to expose the public to the world of information available on the Internet and to provide equal access to that information for all individuals in the community.

Users should be aware that the inappropriate use of electron information resources can be a violation of local state and federal laws and lead to prosecution. The user will be held responsible for his/her actions suing the Internet. Users are expected to abide by the policies below which include generally accepted rules of network etiquette. Unacceptable uses of the service will result in the suspension or revocation of Internet use privileges.

Warnings

The Internet is a decentralized, unmoderated global network; Thompson Public Library has no control over the content found there. However, the library does have filters in place to prevent the viewing of objectionable websites. The use filters are to conform to CIPA so that the Library may receive E-rate funds. The library is not responsible for the availability and accuracy of the information found on the Internet.

The library cannot assure that data or files downloaded by users are virus-free. The library is not responsible for damages to equipment or data on a user's personal computer from the use of data downloaded from the library's Internet service.

The use of the Internet and e-mail is not guaranteed to be private. Messages relating to or in support of illegal activities will be reported to the proper authorities.

Guidelines

- Users may use the Internet for research and the acquisition of information to address their educational, vocational, cultural, and recreational needs
- Users may use the Internet for the receipt and transmission of electronic mail (e-mail) as long as they use a free e-mail service which will establish and maintain an account for them; the library is unable to manage e-mail accounts for any organizations or individuals
- Internet use is offered in thirty (30) minute sessions on a first-come, first-served basis; each user is allowed one session—if there is no patron waiting for the service at the end of a session, the user can have another session, but once having had the service for 30 minutes the user must abandon use of the Internet if another patron requests use of the service
- Staff reserves the right to end a session if there is suggestion of misconduct or illegal use of library computers and personal devices accessing the library's wireless service.

- Users will respect and uphold copyright laws and all other applicable laws and regulations; they will not use it for illegal purposes
- Users will respect the rights and privacy of others by not accessing private files
- Users agree not to incur any costs for the library through their use of the Internet service
- Users shall not create and /or distribute computer viruses over the Internet
- Users shall not deliberately or willfully cause damage to computer equipment, programs or parameters.
- As is the case with other materials in the library's collection, any restriction of a child's access to the Internet is the responsibility of the parent/legal guardian. Thompson Public Library cannot act as a censor or substitute parent. It is the responsibility of the parents to provide the oversight to ensure their children's use of the Internet in a safe and appropriate manner, including the proper use of expensive compute equipment.

Thompson Public Library In Library Laptop Use Policy

Adopted October 2012

Reviewed and Retained November 2016, May 2020

Philosophy Statement

The use of laptops, tablets, smart phones, and mobile devices is commonplace in today's society. Thompson Public Library supports providing patrons with laptops for in-library use to facilitate broader use of the library's digital resources.

Regulations of Laptop Use-Eligibility

Laptops are available for use in library on a first-come first-serve basis to all patrons over the age of (10) ten with a valid library account. For borrowers under 18 (10 – 17 years), the laptop loan agreement must be signed by a legal guardian and a current signed copy of the "Internet Parental Permission Form, "must be on file at the Library. A signature on this consent form acknowledges that the parent or guardian has read the form and the Laptop Use Policy. The consenting legal guardian agrees to take full financial responsibility for the laptop and its components.

Users must have an account in good standing with no outstanding overdue materials or fines on their account. Users who do not meet those guidelines must reconcile their account before being able to use the laptops.

Usage: Regulations of Laptop Use

Laptops may not be reserved or held in advance of their use. The patron to whom the laptop is checked out will be responsible for any loss or damage that occurs before it is returned to library staff. The patron will be liable for paying the replacement cost at retail market value not to exceed \$1,000 if the laptop is damaged or stolen.

Patrons wishing to use a laptop must request one from the library circulation desk. All users must abide by all other library policies involved in the use of the laptops including the Internet Policy.

A borrowed laptop is to be used only by the person who is the borrower, and the borrower is expected to have a working knowledge of computers. Borrowers may not install any software on the laptops.

Laptops may not be removed from the library. Removing a laptop from the library will be considered theft, and the registered borrower could face criminal charges and/or the cost of repairs/replacement.

Borrowers may not alter, delete or copy any software loaded on the laptop, or otherwise change its existing software or hardware configuration.

Misuse of the Library's laptops will result in revocation of laptop privileges for 30 days for the 1st offense, 60 days for the 2nd offense and revocation of privileges for 3rd offense.

Users may print documents to the Library printer. Standard printing fees will be charged.

Guidelines of Use

A borrowed laptop is to be used only by the person who is the borrower and the borrower is expected to have a working knowledge of computers.

**Thompson Public Library
Laptop Loan Agreement**

Adopted October 2012

Approved and Retained November 2016, February 2021

1. I understand that by borrowing a laptop computer from the Thompson Public Library that I am responsible for the computer and all accessories. I will be liable to the library for any damages if the laptop or any software installed thereon is damaged, lost or stolen while checked out to me of the full replacement cost with a maximum of \$1,000.
2. I agree to report to the library staff at the circulation desk immediately if the laptop or any of its components are damaged, missing or malfunctioning.
3. I understand that laptop loans are for in-library use only, and cannot be removed from the facility.
4. I understand that the loan period for borrowing a laptop is 1 hour. I also understand that laptops must be returned to library staff at least 15 minutes prior to library closing, even if this does not allow me to use the laptop for the entire 1-hour loan period.
5. I understand that when the loan period has elapsed, I must return the laptop to a library staff member.
6. I understand that the library will not be held responsible for any personal loss of data or media due to any cause while using a library computer.
7. I understand that Library wireless connections are not secure, and I will take appropriate caution with personal information while using library computers.

By signing this document, I verify I have read and understand the Laptop Loan agreement and the Laptop Use Policy of the Thompson Public Library.

Parent Name _____ Child Name _____

Please print

Please Print

Parent Signature _____ Child Name _____

Date _____