Computer and Network Use Policy

I. Purpose

The purpose of this policy is to define appropriate use of the technology resources at CLPL by library technology users, and includes technology and resources accessed with equipment in the Library, loaned by the Library, and/or via the Library's wireless internet connection. This policy is to be used in conjunction with the Library's Patron Behavior Policy, other library policies, purposes in furtherance of the Library's Mission, and all Federal, State, and local laws and regulations concerning use of property and technology resources.

II. Access

The Library cannot guarantee that the computer network will be available at any specific time or that the connection will have any specific quality or speed.

III. Responsible Use

All patrons who use the Library computer network to access the Internet or use Library software are subject to this policy. Library technology users must use the Library's technology resources responsibly and within the limits of all applicable laws.

Library computers may be used only for purposes that are legal and appropriate for a public environment. Examples of unacceptable and/or unauthorized computer use include but are not limited to the following:

- Using or displaying sounds or images which might disrupt the ability of other library patrons to use the library and its resources;
- Harassment, bullying, libeling or slandering, solicitation, accessing websites that are harmful to minors or depict child pornography, and unauthorized monitoring of electronic communications;
- Illegal duplication or downloading of software, music, or any other violation of intellectual property rights, copyright laws or software licensing agreements;
- Knowingly or carelessly performing an act that will interfere with the normal operation of computers, peripherals, or networks;
- Attempting to gain unauthorized access to other computer systems and networks, monitor or tamper with electronic communications of other users, or circumvent security or network protection.
- Misrepresenting oneself as another user.
- Damaging, adding, deleting, or modifying configurations, hardware, or software on Library equipment.

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The Library uses software designed to delete or remove files, personal information, and computer modifications between users and upon restarting, but it is the responsibility of the user to delete any personal files or information saved on Library computers during their session. Files should be saved on portable media provided by the user before the end of a session. The Library is not responsible for any loss of data or damage to portable media that may occur when saving files.

IV. Violations of Use

Violation of the policies and regulations that govern the use of the Library's computers or the wireless network may result in suspension or loss of the privilege to use these resources and/or Library privileges. Any illegal activity involving the Library's resources will be subject to prosecution by the appropriate authorities.

V. Internet Safety

The Library is committed to protecting the confidentiality and privacy of its technology users to the greatest extent possible. Careless use of technology may compromise privacy. Parents/guardians are responsible to educate their children about online safety, inappropriate content that can be found on the internet, and the inherent dangers of disclosing or disseminating personally identifiable information. As with other library materials, restriction of a child's access to the internet is the responsibility of the parent/guardian. The Library does not act as a parent.

The Library does not collect, use, or process personal data relating to computer use. The Library does maintain computer usage logs for a limited period of time. Computer use is protected by the Library Records Confidentiality Act (75 ILCS 70/1-2).

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VI. Disclaimer

The internet is not governed, restricted, or regulated. The Library has no control over information found on the internet and cannot be held responsible for any of its content. The Library encourages internet users to be informed consumers and to evaluate information retrieved from all online sources as information may not be accurate, current, or complete and may be considered offensive or controversial.

The Library takes reasonable steps to secure its networks from unauthorized access, guard against malware, and protect user privacy, but internet service is available on an open, public network and security of information or transactions while using the Library's equipment or networks is not guaranteed. Users conducting personal business on Library computers or connecting to the internet with their personal devices on the Library's wireless network do so at their own risk.

Use of any of the Library's technology and computer equipment and networks is at the sole risk and discretion of the user. The user, and not the Library, is responsible for selecting, installing, and configuring the hardware and software necessary for using the wireless network with personal equipment, and for any damage to the user's own computers, devices, or equipment while connected to the Library's network or equipment.