

Internet Use Policy

The internet allows users to connect to networks or resources outside the library. MPL has no control over these resources nor can the library have complete knowledge of what is on the internet.

Information on the internet may be reliable and current or it can be erroneous, out of date, illegal, offensive, or controversial. As with all library resources, it is the responsibility of the user to select or reject on-line information for his/her own use. Users are encouraged to exercise good judgement and discretion in their use of the internet.

Use of a computer or other internet connected device within the library is a privilege, not a right, and inappropriate use will result in a suspension, and eventually cancellation, of this privilege. Examples of inappropriate use include, but are not limited to the following:

- Violation of the computer system integrity.
- Unauthorized tampering with hardware or software.
- Storage of data to anything other than a personal storage device.
- Violation of software license agreements and copyright laws.
- Violation of another user's privacy.
- Use of sound or visuals which might be disruptive to others.
- Display of crude, obscene or other offensive materials.

MPL may suspend or terminate computer privileges in the library if staff believes that any user has violated library guidelines. These matters will be reviewed on a case by case basis.

Illegal acts involving library computers may also be subject to prosecution by local, state, or federal authorities. The library's rules of conduct apply to the use of its computers and access to the Internet.

The library staff will assist patrons with internet access as time permits but cannot offer personal instruction. Library staff is available to help patrons locate books, periodicals, and audio visual materials about the internet.

Patron Usage

MPL makes its desktop and laptop computers and access to the internet available to Mattoon library patrons and others for a period of up to two hours. Any person with a valid library card from MPL, or any member of SHARE may use their library card to access a laptop. Those without a valid library card may deposit a government issued ID to access the computers, which will be returned when the computer is returned or its use is released to the front desk. The ID acts as a placeholder for the computer. Laptops may be used within the library building as the user may find convenient, but cannot be taken outside the building. Failure to return a laptop will be an automatic \$2,000 fee, as well as user information being turned over to local authorities.

The staff can only provide limited help when using the computers; we cannot help you type a resume or fill in confidential information on your request. Staff can provide basics for navigating the internet.

Engaging in illegal activities.

Sending or receiving materials that are considered obscene or illegal.

Viewing materials considered to be obscene.

The library's goal is to make the public computers available to as many patrons as possible. To accomplish this, MPL limits the time any one person can use the public computers on a given day. The computers may be used for 2 hours per day at no charge. Each additional hour of usage is \$5 per hour as long as there is no other person waiting to use it

Computer usage is suspended for patrons who have library fines in excess of \$5.00. Fines may be paid by cash, check, or credit/debit card.

Print-outs are 25 cents per page for black and white, 50 cents for color copies. Refunds will only be issued in the case of a printer or computer malfunction.

Confidentiality and Privacy

MPL follows State and Federal Law regarding privacy of library user's records and information. It is the MPL policy to erase all patron use records, except those that are essential for library operations. When a computer session is ended, all information about that session is deleted, including a history of sites visited.

Patron Responsibility

Patrons shall not use the computer for:

Violation of these rules will result in loss of computer privileges for at least one week. Before a patron can regain their privileges, he/she will have to speak to the library director about appropriate usage. If the patron is under 18, a parent or guardian will have to be present at the meeting.

A further infraction will result in permanent loss of computer privileges.

The computers are library property. Programs and files may be downloaded, created, and/or used, but they must be saved to an external hard drive. Once the computer is returned, it will be erased of any and all materials not present at check-out.

Patrons accessing the internet on personal devices through the library's wi-fi are expected to follow the same rules and regulations for online behavior as patrons using other library equipment. Failure to do so will result in the patron being asked to leave the facility and possibly having other library privileges revoked.

Children's Use

MPL believes that the reading and viewing activity of children is ultimately the responsibility of parents who guide and oversee their own children's development.

Parents are encouraged to read and follow these tips for "Internet-wise" parents:

- Take time to learn about the Internet.
- Explore cyberspace with your children.

- Provide clear guidelines- let your children know what topics are off-limits.
- Teach your children safety rules for dealing with strangers online and appropriate ways to deal with online business.
- Ask a librarian- librarians have always been experts at selecting materials for children.

Internet Filters

Internet filters are software programs that block access to material that may be considered offensive. MPL complies with the federal [Children's Online Privacy Protection Act](#).