

DEARBORN PUBLIC LIBRARY

PUBLIC COMPUTER USE POLICIES AND PROCEDURES

Please read the *Public Computer Use Policies and Procedures*, *Public Computer Acceptable Use Policy*, and the *Public Computer Use Disclaimer* carefully. Our purpose is to offer a useful resource by giving all Dearborn Public Library users access to information worldwide. These guidelines will help ensure that users have the opportunity to take advantage of this service.

Access to public computers is available at all times that the library is open. The computers will shut down ten minutes before the library closes. Sessions may end as early as 20 minutes before closing due to the software shut-down procedure.

All policies, procedures, disclaimers, and acceptable uses listed below apply to both public access and personal computing devices used to access the library's network and associated services.

Policies and Procedures

1. All users must have a library card, an Internet user card or a limited Internet pass in order to use the public computers at the Dearborn Public Library.
2. By using the library computers, you agree to abide by the *Public Computer Acceptable Use Policy* and the *Public Computer Use Disclaimer*. Not abiding by the *Public Computer Acceptable Use Policy* could result in the loss of your computer or library privileges for up to one year.
3. Public computers are available on a first-come, first-served basis. You may use the computer for the specified time limit. If no one else is waiting, you may continue to use the computer.
4. Responsibility for information accessed electronically by children rests with their parents or legal guardians. Parents and guardians are encouraged to read the *Public Computer Use Disclaimer*.
5. Computers are configured by the library for public use. Do not install additional software on any of these computers. Files on floppy disks, USB Flash drives, or other media are only to be used with library installed software.
6. Computers and computer equipment must be used in a manner that does not damage the equipment. Do not change the configuration of any of the software or hardware on these computers.
7. There is a per-sheet printing charge. The library is not responsible for unwanted pages or incorrectly formatted print-outs.

8. You may not always get to the places on the Internet you want to visit. Some of the reasons this may occur:
 - There are too many Internet visitors and the host computer has closed or limited access from the "outside world".
 - The database of resources is licensed to a particular institution, in which case you would need to be affiliated with the institution in order to gain access.
 - The host computer has changed its address or is closed down.
 - The site you are trying to access requires additional software to be downloaded. For security reasons, the library does not allow software to be downloaded to public library computers.
 - The library's Internet connection may be periodically and temporarily inoperable due to technical difficulties or maintenance.
9. There is no way to ensure adequate security of credit card numbers, account numbers or any private information. For this reason, we recommend that you do not enter private information when using *any* computer other than your own. Should you choose to enter personal data, credit card information or make purchases over the Internet, you do so at your own risk, the library will accept no responsibility for these transactions, and library staff cannot provide assistance to you.
10. Library staff will not provide in-depth training concerning the Internet, computer jargon or computer use. We may, however, be able to offer searching suggestions. If you have never used computers or you have specific questions about the Internet or library-supplied software, tip sheets, circulating books and reference books are available. We will be happy to help you find them.

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PUBLIC COMPUTER ACCEPTABLE USE POLICY

Integral to the Mission of the Dearborn Public Library is the provision of meeting the information needs of the diverse population in Dearborn. The Library endeavors to develop collections, resources, and services to meet these needs. It is within this context that the Dearborn Public Library offers access to the Internet via ***PC Reservation.™***

All electronic traffic originating from the Dearborn Public Library public computers will be in accordance with the *Acceptable Use Policy*. Failure to abide by the *Policy* could result in the loss of computer or library privileges for up to one year.

Acceptable Use

Use of the public computers at the library will be guided by the following principles:

1. Respect for the privacy of others, as well as consideration of others if accessing sites that may be controversial.
2. Attention to the legal protection provided by copyright and license to programs and data.
3. Consideration for the security and functioning of computer networks and systems.

Unacceptable Use and Restrictions

1. It is not acceptable to use the computers at the Dearborn Public Library for any purpose that violates U.S. or state laws, to transmit threatening, obscene or harassing materials, or to interfere with or disrupt network users, services or equipment. Disruptions include, but are not limited to:
 - Distributing unsolicited advertising;
 - Propagating computer worms and viruses;
 - Using the network to make unauthorized entry to any other machine accessible via the network.

Illegal acts involving computer use at the Dearborn Public Library may be subject to prosecution by local, state or federal authorities.

2. Users may not represent themselves as another person.

3. U.S. copyright law (Title 17, U.S. Code) prohibits the unauthorized reproduction or distribution of copyrighted materials (including electronic mail, text, images, programs or data) without the explicit permission of the copyright holder. Any responsibility for any consequences of copyright infringement lies with the user. The Library expressly disclaims any liability or responsibility resulting from such use.
4. Electronic materials (including electronic mail) produced by library employees on library systems are considered to be works-for-hire and are the library's intellectual property. However, the library may not be held responsible or liable for the use of its systems for unsanctioned communications or publications, or any consequences thereof.
5. The library expressly disclaims any liability or responsibility arising from access to or use of information obtained through its electronic information systems, or any consequences thereof.
6. Malicious use is not acceptable. This includes, but is not limited to, hacking into the library computer system or any other computer system; damaging or attempting to damage computer equipment or software; interfering with systems operations, integrity or security; altering or attempting to alter the library computer's settings.
7. Distribution of unsolicited advertising (spam) is not acceptable.
8. Computing resources will not be used to access inappropriate sites. Inappropriate websites or files include those that display images that depict nudity, sexual conduct, graphic violence, or sadomasochistic abuse, and appeal predominantly to prurient, shameful or morbid interest.

Modifications of This Policy

The City of Dearborn and the Dearborn Public Library (collectively, the "City") reserves the right, in its sole discretion, to modify its public computer policies at any time for any reason without prior notice. The City also reserves, in its sole discretion, the right to terminate access to public computer service to any person at any time for any reason without prior notice.

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PUBLIC COMPUTER USE DISCLAIMER

The Internet and its available resources contain a wide variety of materials and opinions, from varied points of view. Since the Internet is a global, electronic network, there is no state, county, or local control of its users or its contents. It is not possible to use the same selection criteria that are used for other materials. In offering public computers with Internet access, library staff cannot control access points that change rapidly and unpredictably. Users are hereby notified that they are responsible for the access points they reach. The Internet is a global entity with a highly diverse user population and library patrons use it at their own risk. The library's policy prohibits access to inappropriate materials. Parents or legal guardians must assume responsibility for monitoring their children's use of computers and the Internet. The Library assumes no responsibility and shall have no liability for any direct, indirect or consequential damages arising from the use of information found on the Internet. Parents and children are strongly encouraged to read the children related links on the "Safety and Security" page, which is accessible from the Dearborn Public Library's homepage (<http://dearbornlibrary.org>).

The Dearborn Public Library assumes no responsibility for any damages, direct or indirect, loss of data, or loss of privacy, arising from the use of its computers to access the Internet, documents, or other files created or edited using any software installed on the computers.

The accuracy of information gained through online access is the responsibility of each originator/producer. Therefore, the Dearborn Public Library does not guarantee the accuracy of information obtained through the Internet. You need to be a good information consumer, questioning the validity and accuracy of the information you find. Often the information you need is available in other resources at the library.

Use of public computer access at the Dearborn Public Library constitutes acceptance of the *Public Computer Use Policies and Procedures* and the *Public Computer Acceptable Use Policy*.

The City of Dearborn and Dearborn Public Library (collectively, the "City") assume no liability for any loss or damage for personal injury or for loss or damage to any person's property, including data; USB Flash drives, floppy disks, or other media; software, or hardware. By using the public computers, the user agrees to hold harmless and indemnify the City of Dearborn, its officers, agents, departments and employees, from any and all claims, losses, damages, expenses, personal injuries and causes of action of any kind whatsoever arising out of or related to the use of the public computers, including, without limitation, invasion of privacy in the user's computer accounts, programs, files or software; damage from access to inappropriate, harmful, or offensive material or images, or other Internet content; loss of data; or damage to USB Flash drives, floppy disks, or other media; software, or hardware.