

## Computer and Internet Policy

- The public computers at the Kendallville Public Library are available for all ages.
- A guest pass is available for a one day use.
- Use of the computers to access the Internet at the library is a privilege which requires users to be civil, courteous and lawful. Users are solely responsible for damages or fines resulting from law violations.
- Users must respect all copyright and licensing agreements.
- Your computer usage may be monitored.
- The library reserves the right to review and delete any files on the hard drives or on public access devices. Patrons should use their own storage device for permanent storage of files.
- The library does not guarantee that the computers will be available when the library is open.
- Library employees will make reasonable efforts to assist patrons in their use of the public computers and the library catalog. It is the patron's responsibility to learn the programs they wish to use.
- Library employees and Board of Trustees shall not be responsible for any patron's use, or inability to use, the public access computers.
- Kendallville Public Library has implemented filtering software on its computers to protect against visual depictions of obscenity, pornography, and materials harmful to minors. Authorized library employees may disable the filtering software, during use by an adult.
- Users should be aware that the Internet is not a secure medium and that third parties may be able to obtain information regarding users' activities.
- The library will not release information on the use of specific Internet resources accessed by members of the public except as required by law or necessary for the proper operations of the library.
- Electronic logs of computer use are kept for library statistical purposes only. These will be maintained for three months.
- Food and drink are not allowed near computers. Costs to replace or repair damage caused by food and drink will be the responsibility of the user.
- The library will not give refunds for printing errors caused by the actions of users.
- Violations of these rules may result in loss of access to library computers and may lead to legal action.

### Access by Minors

Parents or legal guardians must assume responsibility for deciding which resources are appropriate for their own children. The Library has installed filtering software, as required by the Children's Internet Protection Act.

Adopted by the Kendallville Public Library Board of Trustees December 2019