

LOUDONVILLE PUBLIC LIBRARY INTERNET WORKSTATION/WIRELESS ACCESS GUIDELINES

Welcome to Loudonville Public Library's Internet access via OPLIN. The purpose of these guidelines is to insure the best use of and access to the Internet for the greatest number of our patrons:

- Individuals will be registered borrowers of the Loudonville Public Library, complete with current address and phone number (or a phone number at which you may be reached). First time users will receive a copy of the Library's policy and user guidelines.
- Individuals must have read, understood, and agreed to follow the "Loudonville Public Library Internet Access Policy Guidelines for Use and Disclaimer" information. Your signature acknowledges acceptance of the Library's Internet policy, and procedures.
- Our Internet workstations are available on a 'first come, first served' basis. Reservations will not be accepted.
- Time on a library workstation is limited to 30 minutes when others are waiting; additional time may be obtained. We ask patrons to be considerate of others. Users agree to make the workstation available within 5 minutes after being notified by Library staff that another person is waiting. Computer use will end fifteen minutes before the Library closes. Individuals should use the Internet in a courteous, reasonable, and responsible manner.
- Children under the age of 18 must have their parent or legal guardian give written permission to access the Library's Internet computer(s) and/or wireless network through the completion of all relevant portions of the Library's Application for Juvenile Borrower's Card.
- Only two people at a time may use the Internet workstation unless otherwise authorized by Library staff on duty.
- All people viewing the Internet are considered users and must also have signed off on all applicable policy and procedures that govern their use.
- The Library reserves the right to charge for all printing.
- If you wish to download files from the Internet, it is at your own risk. You may use your own disk(s), or purchase one at the main circulation desk. Disks should be formatted for IBM. The Library is not responsible for damage to a user's disk or computer, or for any loss of data, damage, or liability that may occur from an individual's use of the Library's Internet services.
- Each computer workstation is set up to run pre-installed library software only. Do not attempt to run your own software, customize files, or change configurations on Library owned computers.
- The library does not provide e-mail accounts or training in e-mail procedures.
- Library staff will offer basic instruction in the use of the sites directly linked to the Library's and OPLIN's Homepage, as time and knowledge permit. Individuals should have minimal computer knowledge, and be able to use a mouse.
- Be aware that the Internet is unregulated and materials accessible through it may be inaccurate, incomplete, outdated, biased, inappropriate, or offensive. Since the Library has no control over the content, individuals use it at their own risk.
- The sending of any information, including name, address, and credit card numbers, via the Library's Internet computer(s) and/or wireless network is at the sole risk of the user.

- The Copyright Law of the United States (*Title 17, United States Code*) governs the reproduction, distribution, adaptation, public performance, and public display of copyrighted material. Responsibility for any possible copyright infringement lies solely with the user; patrons are responsible for compliance with all international, national and state laws governing copyrighted materials. The Library disclaims any responsibility or liability resulting thereof.
- The Internet workstations owned and operated by the Loudonville Public Library will be used for educational, informational, and recreational purposes only. Internet workstations and/or wireless access may not be used for unauthorized, illegal or unethical purposes. Patrons may not send, receive, or display text or graphics that may be construed as obscene under Section 2907 Et seq. of the *Ohio Revised Code*, or be in violation of any federal, state, or local laws.
- Individuals will be given one warning when in violation of the above guidelines. Library employees will document the date(s) and time(s) of the alleged violation of the LPL Internet agreement and the web site(s) accessed by the patron. At the second documented incident, the patron will forfeit his/her privileges to use the Library's Internet service. An appeal may be made in writing to the Director for reconsideration of the loss of Internet privileges. The Director will review the case and respond to the patron in a timely manner.
- The Library reserves the right to end an Internet session at any time.
- This policy is subject to change without notice.