



Computer Use Policy

General Guidelines:

- All patrons must agree to the Wilmington Public Library District's *Computer Use Registration and User Agreement* prior to using the computers.
- All users must have a valid library card in order to log onto computers. Valid is defined as less than \$25 in fees/fines and/or less than five (5) overdue items. In the event a patron does not have a library card, the Library may issue a guest pass at our discretion.
- Minors between ten (10) – sixteen (16) years old must have a parent's signature on file prior to computer use.
- A parent or guardian must assist anyone under the age of ten (10) during the time s/he is using library equipment or computers.
- The Wilmington Public Library District reserves the right to limit, refuse, and/or ban any patron from using the library equipment and computers.
- The Library prohibits the loading of personal software on all library computers.
- There will be a per page charge of \$.10 for black and white printing and \$.25 for color printing from a library computer.
- Violation of any aspect of this policy may result in the loss of library privileges. The Library Director will determine the length of loss of privileges, based on the cause of the action.

Acceptable Use Guidelines

- The Wilmington Public Library District requires that library patrons using electronic information networks such as the Internet do so within the guidelines of acceptable use. The following activities are unacceptable:
 1. Use of electronic information networks for any purpose which results in the harassment of other users
 2. Destruction of, damage to, or unauthorized alteration of the library's computer equipment software, or network security procedures
 3. Use of electronic information networks in any way which violates a Federal or State law
 4. Use of electronic information networks in any way which violates licensing and payment agreements between the Wilmington Public Library District and network/database providers
 5. Unauthorized duplication of copy-protected software or violation of software license agreements
 6. Violation of system security
 7. Behaving in a manner that is disruptive to other users

Library Patrons' Rights

Library patrons have certain rights with respect to use of electronic information networks such as the Internet. This library will work to preserve and protect these rights, subject to limitations imposed by licensing and payment agreements with database providers.

- Library patrons have the right to confidentiality and privacy in the use of electronic information networks to the extent possible given certain constraints such as proximity of other patrons and staff in public access settings.
- Library patrons have the right to equitable access to electronic information networks.
- Library patrons have the right to access and read all library service policies and discuss questions with appropriate library staff.

Time Restrictions:

- Time is limited to one hour. If there are no patron reservations, time may be extended in 15 minute increments.
- Usage is on a “first come, first served” basis other than same day reservations.
- Computers designated as “Special Use” may or may not be time restricted.

Internet Usage:

- The library does not and can not control the information content available through global resources such as information obtained from outside sources via the Internet. Internet resources enhance and supplement resources that are available locally within a library. Library users must be aware that this library does not exercise control over information obtained via the Internet and must keep in mind the following points when evaluating information obtained via the Internet:
 1. The Wilmington Public Library District does not filter Internet access.
 2. Information may or may not be reliable or from a reliable source.
 3. Information may or may not be accurate.
 4. Information may or may not be current and up to date.
 5. Certain information may be considered controversial/objectionable by some library patrons.
 6. Links to information on the Internet may not always be valid, and particular information sites on the Internet may sometimes be unavailable and this unavailability often occurs unpredictably.
- The Wilmington Public Library District urges library patrons to be informed consumers and carefully evaluate information obtained via the Internet. Library staff may be available to assist patrons in verifying about the reliability or currency of certain types of Internet information sources, but are unable to provide definitive analysis of particular sources due to the extremely large variety and volume of information available via the Internet.
- This library is not responsible for damages, indirect or direct, arising from a library patron’s use of Internet information resources.

Laptops

- Laptops may be checked out for in-library use only.
- Patrons must have a valid library card.
- Laptops may be checked out for one hour and may be renewed as long as no patrons are waiting to use a computer for additional 15 minute increments.

Patron Assistance and Instruction

- The Wilmington Public Library District’s staff may provide assistance to patrons in the use of electronic information networks as time and staff knowledge permits.

Children’s Access to Electronic Information Networks

- The Wilmington Public Library District supports the right of all library users to access information and will not deny access to electronic information networks based solely on age.
- This library recognizes that the electronic information networks such as the Internet may contain material that is inappropriate for children. Parents are expected to monitor and supervise their children’s use of the Internet. Library staff is unable to monitor children’s use. Parents are encouraged to discuss with their children issues of appropriate use and electronic information network safety.

Adopted 11/15/04
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Reviewed 11/20/06

Computer Use Registration and User Agreement

Name (Please Print)

Last First M.I.

Registration and User Agreement

1. I have read the policy concerning the use of the Wilmington Public Library District's Internet computer and agree to abide by the policy.
2. I agree to pay any repair or replacement costs of equipment or software damaged by myself or by minors for whom I am responsible.
3. I understand that copyright laws restrict duplication of copyrighted software, and I will follow all copyright laws.
4. I understand that if I fail to abide by the Wilmington Public Library District's Internet policies, I will lose eligibility for use of this service.
5. I understand and acknowledge that the Internet contains material of a controversial nature including pornography, obscenity, inflammatory or dangerous material, and that Wilmington Public Library District has no control over the Internet and assumes no responsibility for the content, quality, accuracy, currency, or appropriateness of any Internet resources.

Signature:

Date: Birthdate: (if under 16)

For Patrons under the age of 16:

As the parent or guardian of _____, I give permission for my child to use the Internet computer(s) at the Wilmington Public Library District. I understand that I am responsible for monitoring my child's appropriate use of this service and that I am responsible for any damage that might occur. I have read, understand, and agree to the above statements.

Parent or Guardian Signature:

Date:
