

# Hinsdale Public Library

## Computer and Internet Use Policy

### **Purpose**

The Hinsdale Public Library Board of Trustees has established the following policy to guide the provision of access to public computers and the Internet to Library patrons. The Board's intent is to provide access that fairly and effectively serves the diverse needs of the citizens of the Village of Hinsdale. Offering free public access to the Internet is consistent with the Library's mission to support lifelong learning. The Library's policy in this regard reflects the principles articulated in the following statements by the American Library Association:

- [Library Bill of Rights](#)
- [Access to Digital Information, Services and Networks](#)
- [Freedom To Read Statement](#)

### **Internet Access**

The Hinsdale Public Library provides its patrons with free, unfiltered access to the Internet via public computers and its wireless network.

Patrons using the Internet at the Hinsdale Public Library must agree to the conditions of the online Internet User Agreement (appended) each time they access the Internet from the Library's public computers or wireless network. Failure to comply with the terms of the User Agreement may result in the loss of computer privileges and, in the case of damage to the Library's equipment, fines and/or legal action.

Because all Internet access at the Library is unfiltered, children under 16 years of age must have permission from a parent or legal guardian before accessing the Internet from the Library's public computers. Parents may grant permission by completing the Internet Permission Form (appended) at the Patron Services Desk or parents may choose instead to give oral permission each time their child wishes to use the Internet. By granting permission for a child to access the Internet at the Library, either orally or in writing, parents agree that the child's use of the Internet is subject to the terms and conditions of the Library's Internet User Agreement (appended). Children without Internet permission are allowed to use productivity applications and games on computers and other devices in their age-appropriate area.

### **Fees**

No fees are charged to access the Internet or to use the Library's public computers. Digital storage devices may be purchased at the Patron Services Desk.

# Hinsdale Public Library

## Computer and Internet Use Policy

### **Desktop computers**

Computers are available on a first-come,first-served basis to all patrons holding a valid Hinsdale Public Library card, an active library card from another SWAN library, or guest pass. Computers may be reserved in advance by Hinsdale cardholders.

HPL offers public computers in two areas of the Library. The computers in the Adult Services area are available for use by individuals 12 years old and older. The computers in the lower level Youth and Young Adult Services area are available for use by children and teens as well as adults accompanying children. Computers in both areas have Internet access.

### **In-Library Use Laptops and Tablets**

In-Library Use laptops have Internet access. In-Library tablets have preloaded apps, but do not have Internet access. All patrons checking out laptops or tablets for in-Library use are required to agree to the following:

- A. Borrowers must have a valid Hinsdale Public Library card.
  - In-Library Use Laptops will be loaned to Hinsdale Public Library cardholders of high school age or older in good standing only. Patrons under 16 must have a signed Internet Permission form on file.
  - In-Library Use Tablets may be checked out by cardholders of any age.
- B. Laptops and tablets will be available on a first-come, first-served basis. They cannot be reserved ahead of time.
- C. Patrons may only check out one laptop at a time.
- D. In-Library Use devices are for use in the Hinsdale Public Library only. If the devices are taken out of the Library building, they will be considered missing and the Police Department may be notified of a theft.
- E. Items must be returned to the desk from which they were borrowed at least 10 minutes before closing.
- F. No software may be installed on or copied from devices borrowed from the Library.
- G. Any files or applications saved to the device will be deleted upon check-in of the laptop or tablet.
- H. No activities inconsistent with the Hinsdale Public Library Computer and Internet Use Policy, Behavior Policy or Social Media Policy are allowed.
- I. The borrower is responsible for the device they check out and any accessories checked out with it. Any damages to the laptop or accessories, including damage due to spilled food or beverages, will result in the borrower being charged for the cost of repairs, parts or replacements.

# Hinsdale Public Library

## Computer and Internet Use Policy

### **Circulating Laptops and Tablets**

- A. Laptops and Tablets may be checked out by Hinsdale Public Library cardholders over 18.
- B. Circulating laptops and tablets have Internet access.
- C. No software may be installed on or copied from devices borrowed from the Library.
- D. Any files or applications saved to the device will be deleted upon check-in of the laptop or tablet.
- E. The borrower is responsible for the device they check out and any accessories checked out with it. Any damages to the laptop or accessories, including damage due to spilled food or beverages, will result in the borrower being charged for the cost of repairs, parts, or replacement.
- F. Late fees are accrued for items that are not returned on or before their due date.

Hinsdale Public Library Board of Trustees

Approved and Adopted by Library Board on March 24, 1998.

Revised 10/25/05, 2/23/2010, 06/19/2012, 08/25/2015.

# Hinsdale Public Library

## Computer and Internet Use Policy

### Internet User Agreement

To use the Internet at the Hinsdale Public Library, the user must agree to abide by the terms of this agreement.

- Users under the age of 16 must have permission from a parent or guardian to use the Internet. The permission form is available at the Patron Services Desk and on the Library's website.
- The user recognizes that the Library cannot be held responsible for content on the Internet.
- The user must obey local, state and federal laws including, but not limited to, copyright, fraud, obscenity and privacy.
- Internet service will not be used in any way that harasses others, that violates the Library's security system, or that violates licensing agreements.
- Personal usage will not disrupt others, including but not limited to the display of offensive audio or visual material, at the sole discretion of Library staff.
- The user will not damage or alter the Library's equipment, software or network.
- The user will not fraudulently use another's library card or identification to sign up for Internet usage or loan their card or identification to another for such use.
- The user acknowledges that, in order to ensure equal access for all users, bandwidth limitations may be implemented on an ongoing and as-needed basis.

Failure to abide by this agreement may result in suspension of Internet privileges and/or possible legal action.

The Library staff is responsible for administering this policy. Criminal activity will be reported to the appropriate authorities immediately.

# Hinsdale Public Library

## Computer and Internet Use Policy

If under the age of 16, the following must be signed by a parent or legal guardian.

Internet Permission

I give permission for my child to access the Internet at the Hinsdale Public Library. I understand that the Library has no control over the content of the Internet and that the Library does not employ any filtering software, and I shall not hold the Library responsible for what my child views on the Internet. I have discussed appropriate Internet behavior with my child and accept full responsibility for supervising my child's use of the Internet and for my child's use of the Internet in accordance with the Library's Internet User Agreement (appended).

In-Library Use Laptop Permission

I give permission for my child to borrow a laptop computer for in-Library use. I understand that the laptop has Internet access and have given my child Internet Permission. I understand that, as legal guardian, I am ultimately responsible for the laptop and any accessories checked out with it. Any damages to the laptop or accessories, including damage due to spilled food or beverages, will result in the charges for the cost of repairs, parts or replacements.

Parent's  
Signature \_\_\_\_\_ Date \_\_\_\_\_

Child's Name (PLEASE PRINT) \_\_\_\_\_

Child's Birth Date \_\_\_\_\_

Child's Card# \_\_\_\_\_

Staff Initials and Date \_\_\_\_\_