THE HAYNER PUBLIC LIBRARY DISTRICT
ELECTRONIC RESOURCES ACCEPTABLE USE POLICY

All use of the electronic network shall be consistent with The Hayner Public Library District's goal of providing educational and informational reference resources by facilitating resource sharing, innovation, and communication. This policy and authorization does not attempt to state all required or prescribed behavior by users. Some specific examples are provided.

Computer service is provided at each of the District's facilities. The District provides computer service to all patrons. However, systems are designated according to space (Adult, TeenSpace, and KidsSpace). Children under the age of eight may use the computers only with adult supervision. The District assumes no responsibility for computer activity conducted by children not accompanied by an adult. The KidsSpace computer use is restricted to children under the age of thirteen and parents, guardians, and supervisors of children using KidsSpace. During the school year, computer use in the teen area (TeenSpace) is restricted to teenagers (ages thirteen to eighteen) after 3:00 p.m. Monday – Friday and during regular library hours on Saturdays and Sundays. During the summer months, computer use in the teen area is restricted to teenagers during all library hours (Sunday-Saturday).

THPLD computers, computer networks, and electronic resources are THPLD resources and are subject to monitoring by appropriate THPLD staff. THPLD reserves the right to access any electronic resource message and use the content for any purpose. Inappropriate use of electronic resources will result in access being denied per the Violations section outlined below.

The failure of any user to follow the terms of this *Electronic Resources Acceptable Use Policy and Agreement* will result in loss of privileges and/or appropriate legal action. By accepting the agreement before logging onto The Hayner Public Library District's computers, users are legally bound and indicate the party accepting has read the terms and conditions carefully and understands their significance.

TERMS AND CONDITIONS

1. **Eligibility** - Use of The Hayner Public Library District's computer systems requires a valid Illinois Heartland Library System (IHLS) library card with valid barcode and PIN or a guest account.

   Guest accounts are available at the Circulation Desk, subject to the approval of THPLD staff.

   Computer use is limited to one registered individual per computer system.

2. **Acceptable Use** - Access to the District's electronic network must be (a) for the purpose of education and research and be consistent with the objectives of the library district or (b) for legitimate business use.

3. **Privileges** - The use of the District's electronic networks is a privilege, not a right, and inappropriate use will result in cancellation of those privileges. The District's administrative staff will make all decisions regarding whether or not a user has violated this policy and agreement and may deny, revoke, or suspend access at any time. This decision will be final.

4. **Unacceptable Use** - You are responsible for your actions and activities involving your access of the network. Some examples of unacceptable uses are:

   a. Using the network for any illegal activity including violation of copyright laws or other contracts, or transmitting any material in violation of any Federal or State law;

   b. All activity involving downloading and/or uploading of licensed software programs;

   c. Using the network for private financial or commercial gain;

   d. Gaining unauthorized access to resources or entities;

   e. Invading the privacy of individuals;

   f. Using another user's account, user ID, or password;

   g. Posting material authored or created by another without his/her consent;

   h. Posting anonymous messages;

   i. Using the network for commercial or private advertising;

   j. Accessing, submitting, posting, publishing, or displaying any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, harassing, or illegal material;

   k. Using the network while access privileges are suspended or revoked;

   l. Limited social networking is allowed at the discretion of THPLD management (extended time limits for social networking sites is subject to library staff approval);

   m. Instant messaging is **prohibited**;

   n. Playing games on the computers is **prohibited** except for software and content authorized by The Hayner Public Library District;

5. **Network Etiquette** - You are expected to abide by the generally accepted rules of network etiquette. These include, but are not limited to, the following:

    a. Be polite. Do not become abusive in your messages to others.

    b. Use appropriate language. Do not swear, use vulgarities, or any other inappropriate language.

    c. Do not reveal personal addresses or telephone numbers.

    d. Recognize that electronic mail (e-mail) is not private. People who operate the system have access to all mail. Messages relating to, or in support of, illegal activities may be reported to the authorities.

    e. Do not use the network in any way that would disrupt its use by other users.

    f. Consider all communications and information accessible via the network to be the private property of The Hayner Public Library District.

6. **No Warranties** - The District makes no warranties of any kind, whether expressed or implied, for the service it is providing. The District will not be responsible for any damages you suffer. This includes loss of data resulting from delays, non-deliveries, missed deliveries, or service interruptions caused by its negligence or your errors or omissions. Use of any information obtained via the network is at your own risk. The District specifically denies any responsibility for the accuracy or quality of information obtained through its services.

7. **Indemnification** - The user agrees to indemnify the District for any losses, costs, or damages, including reasonable attorney fees, incurred by the District relating to, or arising out of, any breach of this policy and authorization.

8. **Security** - Network security is a high priority. If you can identify a security problem on the network, you must notify library personnel immediately. Do not demonstrate the problem to other users. Keep your account, user ID, and password confidential. Use of another individual's account, user ID, and password is prohibited. Patrons will be held responsible for any activity on their library card. Attempts to log-on to the network as a system administrator will result in cancellation of user privileges. Any user identified as a security risk will be denied access to the network.

9. **Vandalism** - Vandalism will result in cancellation of privileges and other disciplinary action. Vandalism is defined as any malicious attempt to harm or destroy data of another user, the library district's network, any other network, or hardware.

10. **Web Publishing Rules** - Creating and maintaining a website on the District system is prohibited.

11. **Printing** – The District provides high-quality printers for patron printing. Payment is required for each sheet of printed material generated by the patron. Printing fees are as posted and may be changed from time to time.

12. **Limited Daily Use** - Use of the District's computer systems is limited to a maximum of 180 minutes of computer use every twenty-four hour period—as long as no other patrons are waiting for a computer. Computer sessions are limited to sixty minutes when other patrons are waiting.

13. **Registration** - Registration for use of District computer systems ends twenty minutes prior to the facilities closing time. Computers will automatically shut down ten minutes prior to closing.

14. **Bandwidth Limits** - The District has limited bandwidth that is shared between staff and patrons. When excessive bandwidth usage (usage that is found to impact of the overall network) is discovered by the IT department, users may be asked to stop the online activity in question. Any user found to be repeatedly using excessive amounts of bandwidth may be subject to loss of their computer privileges.

VIOLATIONS

1. First Violation – The first time a patron is found to be in violation of these policies and procedures they will be asked to log off the computer and will not be allowed computer access for a period of thirty days from when the patron is notified.

2. Second Violation – A second occurrence of being in violation of the District's policies will result in suspension of computer privileges for a period of six months.

3. Third Violation – A third violation will result in privileges being suspended permanently and possible prosecution.

The Hayner Public Library District reserves the right to ban violators for more serious offenses upon a first or second violation and involve police for any assistance in prosecution.