



## INF-3: Use of Library-Provided Personal Computers

The Library provides laptop and desktop computers for public use and a wireless hub for use of personal computers in the Library. The following guidelines apply to use of the Library's computers and related services

- A. Computer use is available on the main floor by signup or reservation, and in the Children's Department on a first-come, first-served basis.
- B. Adult patrons must have a registered library card or a valid photo ID in order to use a public laptop. Persons under 14 years of age may check out a laptop only if all of the computers in the Children's Department are in use. If a child does not have a registered library card, a parent or guardian must provide a valid photo ID in order to allow laptop access. Patrons who do not have a library card or a valid photo ID may use a guest pass at one of the public desktop computers. If no desktop computers are available, patrons can make a reservation for the next available computer.
- C. Computers will be available when the Library opens up until 15 minutes before the Library closes.
- D. Patrons using laptop or desktop computers may use the computers for a maximum of 240 minutes each day. Each login session lasts a maximum 120 minutes; once 120 minutes have elapsed, the system may automatically grant additional time if no patrons are waiting to use the computer. If another patron is waiting to use the computer, the current computer user will not be offered further time and will be automatically logged out when their time expires.
- E. Patrons who use a public laptop agree to the following terms and conditions:
  - a. The patron is responsible for the laptop and all related equipment. If the laptop or any related equipment is lost, stolen, or damaged, the patron is responsible for the replacement cost, which is determined by the Library.
  - b. The patron must keep the laptop with them at all times. If they need to step away for any reason, they must bring the laptop to the service desk.
  - c. Laptops are available for in-house use only.
  - d. Laptops cannot be used outside the Library building on the Library property.
  - e. Laptops may only be used by the person who checked it out. Laptops cannot be lent to another person.
  - f. Patrons may not check out a laptop for someone else to use.
  - g. Laptop users must abide by all of the library's policies, including Use of Library-Provided Personal Computers, Use of Library-Provided Wireless Network, and Library User Conduct.
- F. If deemed necessary, staff may make permanent adjustments to the time and sessions available for all public laptops or desktops. Such changes in service will be posted well in advance and fairly applied to all patrons.
- G. If a patron requires more time than is available for their session, they may ask the staff member at the Reference Desk for an extended session. The staff member will grant extra time as deemed appropriate given how busy the computers are and the reason for the request.
- H. If a patron is more than 10 minutes late for a reservation, the remaining time will be relinquished to any waiting patron.
- I. If a laptop or public computer is idle for longer than 10 minutes, the computer system will ask the user to verify that they are still using the workstation. If the patron does not provide verification, the session will be automatically terminated and the computer made available to another patron.



## Lake Bluff Public Library Computer Use Policy

- J. Patrons may bring their own data storage devices, including travel/jump/key drives, but may not save or install anything onto the computer beyond the time of original use. Flash drives will be available for sale at the Adult Reference Desk while supplies last.
- K. All library computers are set up to prevent any file from being added to the hard drive. Any items that may be added to the hard disk will be deleted as soon as they are identified, or at the end of the business day, whichever comes first.
- L. Software use is limited to that provided by the Library. Use of programs with sound, regardless of their source, requires the use of headphones.
- M. Illegal activities or activities that interfere with or disrupt the equipment, network, users, or services are prohibited. The Library enforces laws regarding the privacy of library users in Illinois, and the confidentiality policies of the American Library Association. Further, we ask that computer users be sensitive to the use of computers in a public environment, which is used by people of all ages.
- N. The Library reserves the right to monitor public computers when a violation of policy or illegal activity is suspected. Staff is authorized to take immediate action to protect the security of computers and to enforce rules, up to and including asking a computer user to leave the premises and/or contacting law enforcement authorities. A user who has been asked to leave the Library has the right to present a grievance at the next scheduled Board meeting. In accordance with the Illinois Open Meetings Act, grievances must be added to the meeting agenda by the patron 48 hours prior to the meeting.
- O. The Library may provide scheduled computer classes or training upon request, and Library staff members may provide limited individual instruction at their own discretion during times of low volume in the Library. Full documentation for each software application will be available, and patrons are expected to consult the documentation and use self-guided tutorials.
- P. The Library reserves the right to charge for printing, with cost set per policy.
- Q. The Library collects statistics about the use of its computers for planning and reporting purposes. Using the public computers and wireless network implies consent that the user agrees to be included in these statistics. These statistics will not identify individual users or the nature of their computer use, provided that the patron has not violated the policies of the Library, or any State, Federal, or Local law.
- R. Patrons are responsible for complying with copyright laws and licensing agreements while using Library computers, and for paying to use any fee-based services not provided by the Library.
- S. The Library assumes no responsibility for any Internet-based content.
- T. Parents/legal guardians and caregivers are urged to discuss appropriate and safe use of the Internet with children in their care. Filters are installed on public computers in the Children's Department and in the Adult Department, though the filters on the computers in the Adult Department provide wider access. The Library does not limit children's Internet access or restrict their computer usage to Children's Department computers only. Filters will be removed by staff at the request of any user and the discretion of library staff. Parents who want their children to use computers with the greatest amount of filtering may wish to advise their children to use computers in the Children's Department for Internet access.
- U. Children have priority for use of the computers in the Children's Department. Adults may not use the computers in the Children's Room without the specific permission of the Library Director or his/her designee.

*Approved by the Lake Bluff Library Board of Trustees. Revised January 21, 2020*