

# Macomb County Library – Computer Resources Use Policy

**Adapted October 19, 1995**

Throughout its history, the Macomb County Library has made information available in a variety of formats, from print to audiovisual materials. The Library's computer system, CD-ROM databases, on-line databases, and other computing resources provide the opportunity to integrate electronic resources from information networks around the world with the Library's traditional resources. These electronic resources enhance the Library's existing collection in size and depth.

The Internet, as an information resource, enables the Library to provide information beyond the confines of its own collection. It allows access to ideas, information, and commentary from around the globe. Currently, however, it is an unregulated medium. As such, while it offers access to a wealth of material that is personally, professionally, and culturally enriching to individuals of all ages, it also *enables* access to some material that may be offensive, disturbing and/or illegal.

Because the Internet and its resources may contain material of a controversial nature, parents of minor children need to assume responsibility for their children's use of the Internet. Parents and children are encouraged to read "Child Safety on the Information Highway" which is available at the Information Technology Assistance Desk and Circulation Desk.

Not all sources on the Internet provide accurate, complete or current information. Users need to be good information consumers, questioning the validity of the information. Library staff will identify specific starting points and search tools on the Library's home page but the Library has no control over the information accessed and cannot be held liable for its content.

Library staff also cannot control the availability of information links which often change rapidly and unpredictably and are subject to the vagaries of weather, exceptional user demand, remote server problems, etc. The Library assumes no responsibility for any damages, direct or indirect, arising from use of its computers or from connections to other Internet resources. The Library cannot be held liable for any information that may be lost, damaged, or unavailable due to technical or other difficulties.

The Macomb County Library supports the American Library Association *Access to Electronic Information, Services, and Networks*, the Michigan Library Association *Questions About Youth, Libraries and the Internet*, and the Suburban Library Cooperative *Internet Responsibility and Email Privacy Statement*.

Conditions and Terms of Use in the Library

1. Public use computers and Internet stations will be located where they can be monitored by staff for assistance and security.
2. Public use computers will be available on a first come, first served basis.
3. Reservations will be taken for use of Internet computers. *Up to one reservation per day will be accepted.* Reservations are usually in one

hour blocks of time. The *reservation* form will be kept at the Information Technology desk.

4. Individuals will be limited to 60 minutes if other patrons are waiting.
5. A printer is available for print outs. There is a fee of 10¢ per page to print.
6. Patrons may not use personal software on the Library's computers, or alter or attach equipment to the Library's hardware.
7. Computer resources may only be used for education, informational and recreational purposes. All users of electronic information resources including the Internet are expected to use these resources in a responsible manner, consistent with the educational and information purposes for which they are provided and to follow the Library's rules and regulations.
8. Users should respect the privacy of others by not misrepresenting themselves as another user; by not attempting to modify or gain access to files, passwords, or data belonging to others; by not seeking unauthorized access to any computer system, or damaging or altering software components of any network or database.
9. Computer Resources may not be used for unauthorized, illegal or unethical purposes. Illegal purposes include but are not limited to:
  - Harassment of other users
  - Libeling or slandering other users
  - Destruction of or damage to equipment, software, or data belonging to the Library or other users
  - Disruption or unauthorized monitoring of electronic communications
  - Unauthorized copying of copyright-protected material.
10. Unethical purposes include but are not limited to:
  - Violation of computer system security
  - Unauthorized use of computer accounts, access codes, or network identification numbers assigned to others
  - Use of computer communications facilities in ways that unnecessarily impede the computing activities of others
  - Violation of software license agreements
  - Violation of network usage policies and regulations
  - Violation of another user's privacy
11. Violators of Computer Resources Use Policies may lose Library privileges. Violations of the policies described above for legal and

ethical use will be dealt with in a serious and appropriate manner. Illegal acts involving Library computing resources may also be subject to prosecution by local, state, or federal authorities.