

BOARD POLICIES

Network Access

Category: Operational

Approved: September 29, 2021

Introduction

Rocky River Public Library is committed to providing free, high-speed Internet access to all, as well as resources that may be accessible exclusively via the Internet, such as databases, digital materials (eBooks), and web-based applications to facilitate access to information or use of services. The Library offers access to the Internet via the Ohio Public Library Information Network (OPLIN) and the CLEVNET consortium.

Patrons may connect to the Library's network on Library-owned computers and privately-owned portable devices, including laptops, tablets, and phones, both inside the building and on Library grounds to the fullest extent possible. Wi-fi hotspots may be borrowed, allowing the patron to access a third-party Internet connection from anywhere within the provider's coverage area throughout the United States. Wi-fi capable devices may be borrowed, allowing the patron to use an Internet-ready device wherever a wi-fi signal is available.

Patron responsibilities

The Internet offers a wealth of information that increases the resources available to patrons far beyond the Library's own collection. It allows access to ideas, information, and commentary from around the globe and a vast array of tools and resources for different age levels and points of view. The Library cannot control the content of the Internet, and materials accessible through it may be inaccurate, incomplete, outdated, inappropriate, offensive, or biased. The Library does not endorse any viewpoints or vouch for the accuracy of information obtained through the Internet. Patrons are responsible for determining that the information they access is acceptable, reliable, and suitable to their needs. Staff can assist patrons in finding quality websites for their information needs.

Privacy and confidentiality cannot be guaranteed while using the Library's computers, equipment, network, or electronic resources. Therefore, the Library does not recommend that patrons use its computers or their personal laptops and other electronic devices connected to its public network for activities that require them to enter personal information such as credit card numbers, Social Security numbers, or bank account numbers. Patrons do so at their own risk.

Rocky River Public Library does not provide virus protection for wireless connections to our network. Patrons are strongly encouraged to use up-to-date virus protection as well as a personal firewall on their devices and take other current standards of precaution when connecting to and using the wi-fi. The Library's wireless signal is open, meaning it does not discriminate against devices that might connect to it and is not password protected.

The user agrees to hold the Library harmless from any claims, losses, damages, obligations, or liabilities relating directly or indirectly to the use of Library computers, equipment, network, or electronic resources, including such as might occur using websites accessed by the user.

It is the policy of the Rocky River Public Library that full responsibility for materials and resources accessed by children rests with their parents, guardians, or caregiver. The Library does not control the websites that children may select, which could include social media, email, forums, and websites that may be deemed inappropriate for children. Any restriction to a child's access to the Internet is the responsibility of the parent. For children up to age 12, the Children's Department offers computers with age-appropriate information and activities.

Range of Access and Legal Use of the Internet

Patrons are expected to use the Library's computers, equipment, network, electronic resources, and personal devices in a legal and responsible manner; any activity which constitutes a violation of local, state, or federal laws is strictly prohibited.

The copyright law of the United States (Title 17 United States Code) governs the transmission, dissemination, and reproduction of copyrighted material. Only authorized use of copyrighted or licensed materials in compliance with state and federal laws is permitted.

Patrons may not display text or graphics that could be deemed obscene or harmful to minors under Ohio law.

Examples of misuse include, but are not limited to:

- Degrading or disrupting equipment or system performance;
- Vandalizing the data of any other user;
- Attempting to gain unauthorized access to resources or entities;
- Damaging or altering Library software or hardware.

Patrons may not use the Library's equipment or wireless network to operate a business.

Patrons may not attempt to invade the privacy of individuals nor engage in any activity that creates an intimidating or hostile environment.

Public Computer Use Guidelines

Patrons must have a Rocky River Public Library or CLEVNET Library card to reserve or borrow a Library-owned computer. Patrons may not use another person's card number. Guest passes are available for non-CLEVNET cardholders and out-of-state visitors.

Patrons must abide by the time and turn limits set by the automated computer scheduling system. Computers shut down promptly 15 minutes before closing time. Patrons must plan ahead to complete any work before shutdown.

Public Computer Room staff can provide assistance accessing Library equipment. For word processing and other applications, patrons are expected to be able to use the computers independently. Staff can provide general help, but they are not able to answer all technology questions and cannot provide in-depth computer training at the public access computers. Staff may refer patrons to other areas of the Library for more assistance. For more help, patrons should register for the Library's free computer classes or request an appointment for individual training.

Patrons who want to save information, data, or documents may bring their own external drive from the Public Computer Room. The Library is not responsible for damages to a user's disc, USB flash drive, other devices, or any loss of data.

Patrons who experience problems with workstations should notify Library staff immediately and not attempt to fix problems themselves. The Library is not responsible for any loss or inconvenience patrons may suffer as a result of service interruptions.

Food and uncovered beverages are prohibited when using Library computers and equipment.

Printing

Rocky River Public Library and CLEVNET cardholders may print a limited number of pages per week at no charge. Patrons may print additional pages for a charge. Only Library-provided paper or similar stationery may be used. No card stock, coated paper, labels, or transparencies may be used. The Library's procedures and prices for black and white and color printing are posted.

Violations of Policy

Misuse of Library space, equipment, and network will not be tolerated. Patrons violating this policy will first be informed of the policy and asked to comply. Violators who persist will be asked to leave Library property. The Library reserves the right to prohibit future access to Library computers and property based on the severity of the offense, patron's history of policy violations, and any other relevant factors in accordance with the Patron Code of Conduct.

The Rocky River Public Library cooperates with local, state, and federal authorities in the enforcement of all laws, statutes, and ordinances. Illegal acts are subject to prosecution by local, state, or federal authorities.

Use of the computers, including personal laptops and other electronic devices, and electronic resources of Rocky River Public Library shall be evidence of the user's acknowledgment and acceptance of these rules and agreement to be bound by them.

Records of User Activity

The Rocky River Public Library and CLEVNET retain partial records of network user activity to facilitate Library operations, which may be anonymized for statistical purposes and deleted after a period of time. The Library (or CLEVNET) uses software to manage fair time limits, enable printing options, assess network performance, and other related tasks. The Library uses software to clear user data, such as browser search history and downloaded files between sessions.

Library records and patron information are confidential. Both Rocky River Public Library and the CLEVNET consortium have reasonable precautions in place to prevent unauthorized access, alteration, or disclosure of personal information in their possession. Employees, contractors, and agents are bound to confidentiality and subject to discipline for any violation of confidentiality, including termination and criminal prosecution.