TITLE: **Computer and Internet Policy**

DATE ADOPTED: **November 14, 2011**   **Revised: September 14, 2015**

Lake Villa District Library (LVDL) provides equitable computer/internet access to all patrons. LVDL uses an automated time management system for computer lab workstations and provides wireless access throughout the building. LVDL adheres to all Federal and State laws regarding public access networks. Patrons who do not observe this policy and its guidelines may have their computer privileges revoked.

- LVDL operates a public network and does not guarantee account privacy or safety. Patrons are solely responsible for the use and protection of their personal online accounts.

- LVDL does not filter Internet content. Users access the Internet at their own discretion. Patrons should not access or display websites that may be considered inappropriate or offensive by others.

- Parents or legal guardians are solely responsible for deciding which Internet resources are appropriate for their own children.

- Patrons may not download or install any software on the hard drive. Downloading using sites containing illegally obtained software, videos, music and games is prohibited (including the use of Torrent sites).

- LVDL does not guarantee that computers or other equipment will operate properly at all times.

- LVDL cannot be held responsible for damage to patron owned devices resulting from the use of Library resources.

- Patrons requesting assistance with personal electronic devices do so with the understanding that LVDL is not responsible or liable for damage, harm or changes to the user settings of the device.

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Computer Guidelines

LVDL provides multiple computer options: express stations, the computer lab, and the Youth Services Lab. Priority for the computer labs is given to Library sponsored programs. Laptops may be borrowed from the Adult Services desk for in-house use.

The following computer stations have access to standard computer programs, the Internet, and printing:
- Express stations are available for 15 minute access.
- The computer lab requires a library card or guest pass. Lab computers are equipped with timing software to ensure equitable access to all patrons. Sessions typically last an hour but may be extended. Reservations can be made using the provided software, and take precedence over extended sessions. Any files saved or downloaded to the hard drive are deleted at the end of the session.
- The Youth area computers are intended for children 12 years of age and younger, and require a library card or guest pass. Sessions automatically end after one hour.

Lab users should observe the Patron Behavior Policy especially regarding noise and general etiquette.

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