

# Library Internet and Computer Policy

## 1800.00 INTERNET ACCESS

**1801.00** Integral to the Mission of the Mentor Public Library is the provision of meeting the information needs of the diverse population in our Mentor Public Library District. The Library endeavors to develop collections, resources and services to meet these needs. It is within this context that the Mentor Public Library offers access to the Internet via the Ohio Public Library Information Network (OPLIN).

### **1801.10 Disclaimer**

It is understood by users of OPLIN and the Internet that most of the information available is NOT generated by the Mentor Public Library or OPLIN. The Library, through OPLIN and Clevnet, provides access to reference databases of general and special periodical materials, readers' advisory services, homework centers to assist students with research assignments, and legislative, historical and archival materials and information.

**1801.20** Information available through the Internet is not warranted by the Mentor Public Library nor OPLIN to be accurate, authoritative, factual or complete. The availability of networked information via the Mentor Public Library does not constitute any endorsement or ratification of that information. The Mentor Public Library and OPLIN are not responsible for the content of the networked information available. The use of OPLIN, Clevnet, and the Internet to engage in any activity which constitutes violation of local, state, and/or federal laws is strictly prohibited.

**1801.30** All users of this service agree to hold the Mentor Public Library, Clevnet, and OPLIN harmless from any and all claims, losses, damages, obligations or liabilities, directly or indirectly relating to the use of OPLIN, Clevnet, and the Internet, caused thereby or arising there from. In no event shall the Mentor Public Library, Clevnet or OPLIN have any liability for loss of profits or for indirect, special, punitive, or consequential damages or any liability to any third party, even if the Mentor Public Library, Clevnet, or OPLIN is advised of the possibility to such damages.

### **1801.40 Library Staff Assistance on the Internet:**

Library staff will help in accessing databases and websites on the Internet. The Library staff will be unable to provide in-depth training, except in a classroom setting. However, Library staff will be able to offer searching suggestions and answer questions about the resources of OPLIN and Clevnet and, to a limited degree, on the Internet

**1801.50** Use of Mentor Public Library computing technology is a privilege. We reserve the right to protect that privilege from misuse or abuse.

**1801.501** As with other library materials parents and guardians of minor children must assume responsibility for their children's use of the Internet. Parents and guardians are advised to supervise their children's Internet sessions at MPL.

## **1802.00 GUIDELINES FOR ACCEPTABLE INTERNET USE AT ALL MENTOR PUBLIC LIBRARY LOCATIONS**

**1802.10** Sign in to use an Internet Computer. The Library uses software for signing in and out of computer stations in the Internet Area.

**1802.20** Use of the Internet computer will be on a first-come basis. Patrons may use the computer for various times based on demand.

**1802.30** Some uses of the Internet are strictly prohibited. These include ***but are not limited to*** the following:

- Illegal activities (violations of local, state or federal laws)
- Harassment of others
- Violation of Mentor Public Library network security measures
- Unauthorized copying of copyright protected materials
- Unauthorized access of computer accounts by use of passwords, access codes, or network identification numbers assigned to others
- Disrupting the use of the Internet by other patrons
- Sending, receiving or displaying text or graphics which can be construed as obscene as defined by *Ohio Revised Code 2907.01*.

**1802.40** To use a computer, patrons should have less than \$50.00 in fines and fees. Patrons who login with their library card will receive \$0.50 in free printing each day.

**1802.50** Misuse of MPL's technology to disrupt MPL network functions is strictly prohibited. Abuse of Mentor Public Library's acceptable Internet Use Guidelines may result in revocation of the user's technology privileges in addition to legal prosecution.

## Library Internet and Computer Procedures

- Use of the Internet computer will be on a first-come basis. Patrons may use the computer for an initial 105 minute session. If no other patrons are waiting, additional time may be granted in 45 minute increments unless there is a wait list. In the event of a wait list, patrons using the computers the longest will be required to end their sessions.
- Equipment at the Hub is also subject to Mentor Schools use policy.

## Tech Assistance

The reference staff is happy to assist you in the use of our homepage and online catalog, and to offer basic instruction in the use of sites directly linked to our homepage. Because of the many applications available via the public computers and the internet, library staff may not be familiar with the specific programs, websites, or portable devices you wish to use, and therefore may only be able to provide limited assistance with their use.

Library staff may assist with the use of websites, but are not permitted to:

- Enter personal information, including credit card information.
- Place online orders for individuals.
- Perform online shopping for individuals.
- Library staff cannot type documents for individuals
- Staff cannot install or configure hardware or software on laptops or other devices.

## Wireless at MPL

Mentor Public Library provides free wireless access at the Main Library and Branches. We ask that laptop users follow these general policies:

- Please turn off audible sound if you use your laptop computer in the library, or use headphones. The library does not provide headphones.
- Signal strength and performance will vary within the library depending on the location of the equipment that produces the radio signals, so some areas of our buildings may not have wireless service or may have slower internet service.
- Although the wireless internet service is usually available, it is not guaranteed and during times of high use or technical problems the wireless service may not be available.
- MPL has a limited number of public tables and seating, and not all seating is within easy reach of electrical outlets. Be prepared for your computer to be self-powered. Do not block or cross aisles or floors with extension or power cords. Your power cord cannot constitute a trip hazard or otherwise block access for library patrons or staff. Please do not move chairs or tables to electrical outlets.