

Jeffersonville Township Public Library Computer and Internet Use Policy

The Jeffersonville Township Public Library (JTPL) provides access to computers and computer based resources for informational, educational and recreational purposes. In accordance with Indiana Code (IC 36-12-1-12), JTPL performs a public review of this Computer and Internet Use Policy annually.

This policy governs the management of computers and computer data networks that are owned and administered by the library.

Patrons wishing to use the JTPL computer labs should have a valid library card.

Types of cards needed to access computers and maximum daily time limits:

Library Card	2 Hours Maximum per day
Computer Use Only Card	2 Hours Maximum per day
Guest Pass	1 Hour Maximum per day

Library Card

Residents of or property owners in Jeffersonville Township may obtain a JTPL library card. A reciprocal borrower's card can be issued if you have a library card from the Charlestown-Clark County Public Library, the New Albany-Floyd County Public Library or other reciprocal borrowing libraries.

Computer Use Only Card

Non-residents with photo identification are eligible for a computer use only card that excludes check out privileges. Indiana residents who would like to have full library services and do not meet the requirements for a JTPL card, may purchase a non-resident or a statewide PLAC card.

Guest Pass

A one day, one hour only guest pass is available to patrons who do not qualify for a library card, computer use only card or who may not have identification. It is not to be a substitute for a Library card or computer use only card. It cannot be used in addition to a Library card or computer use only card.

Confidentiality

In general, the Library will treat information stored on computers as confidential. Requests for disclosure of information may be honored:

- When approved by the appropriate Library administrator
- When authorized by the owners of the information
- When required by local, state or federal law

Viewing information in the course of normal system maintenance does not constitute disclosure.

User Responsibilities

Users should be aware of computer viruses and other destructive programs, and take steps to avoid being a victim or an unwitting distributor. Ultimate responsibility for resolution of problems related to the invasion of the user's privacy or loss of data rests with the user.

The Library assumes no liability for loss or damage to the user's data or for any damage or injury arising from invasion of the user's privacy.

Any information stored by a user on the Library's public computers will be removed each time the patron ends their session. Operating system policies and other software tools are used to remove all information stored by a patron on the Library's public computers at the conclusion of the session. However, no guarantees can be made in this regard and patrons should exercise caution when exposing any private information.

Users must download data onto their own storage devices or media. Flash drives and CDs are available for purchase from the Library. The Library is not responsible for damage to personal items by downloading from library equipment.

Printing may be done at the posted charge per page. Material should be reviewed before printing to determine the length and printing cost of the document. Users must pay for any printed material.

Display and Dissemination of Sexually Explicit Materials

Use of Library computing resources to display or disseminate sexually explicit (obscene) material in any Library building is prohibited.

Legal Use

Computer resources may be used for legal purposes only. Examples of unacceptable 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
- Attempting unauthorized entry to JTPL's network
- Intentional propagation of computer viruses, malware, etc.
- Violation of software license agreements

Ethical Use

Computer resources should be used in accordance with the ethical standards of the Library. Examples of unacceptable use, some of which may also have legal consequences include, but are not limited to:

- Violation of computer system security
- Unauthorized use of computer accounts assigned to others
- Use of computer communications facilities in ways that unnecessarily impede the computing activities of others such as randomly initiating interactive electronic communications or email exchanges, overuse of interactive network utilities, etc.
- Violation of network use policies and regulations
- Violation of another user's privacy

Cooperative Responsibilities:

JTPL strives to balance the rights of users to access different information resources with the rights of users to work in a public environment free from harassing sounds and visuals. We ask all our library users to remain sensitive to the fact that they are working in a public environment shared by people of all ages, with a variety of information interests and needs. In order to ensure an efficient, productive computing environment, the Library insists on the practice of cooperative computing. This includes:

- Not using computer accounts, access codes, or network identification codes assigned to others
- Refraining from overuse of connect time, information storage space, printing facilities, processing capacities, or bandwidth capacities
- Refraining from the use of sounds and visuals which might disrupt the ability of other library patrons to use the library and its resources

At the Jeffersonville location, the computer lab across from the north Circulation area and the computers in the Reference area may be used by any adult who is 18 or older. Children under 18 must use computers located in the Youth Services Department. Computers in Youth Services are also available to parents and caregivers while their children are accessing the computer. Children will be given priority on all computers located on this floor, and adults may be asked to relinquish a computer when children are waiting.

At the Clarksville location, the computer lab next to the Eastern Boulevard entrance may be used by any adult who is 18 or older. Children under 18 must use computers next to the Triangle Drive entrance. Computers in this area are also available to parents and caregivers who have children with them. Children will be given priority on these computers.

Computer workstations are designed for individual use and no more than two individuals may sit at one computer.

Time Limits

Computer use is on a *first come, first serve* basis. To promote equitable access to computer resources, JTPL utilizes time management software. To access electronic resources, an individual must use his or her own library card number, computer use only card or guest pass. Individuals using a library card or computer use only card may have a maximum of two hours of computer use

per day. The computers will log patrons off after sixty minutes. If no one is waiting for a computer, patrons may log in again for an additional sixty minutes. Patrons using the one time day guest pass are limited to sixty minutes per day with no time extensions. Persons taking examinations or completing job applications may be granted extra time if computers are available.

Computer labs cease operation 15 minutes before the library closes.

Wireless Access

Free wireless access is available for library patrons with their own personal notebooks, laptops, and mobile devices. Use is governed by the library's internet use policy. Use of the library's wireless network is entirely at the risk of the user and the library disclaims all liability for loss or damages.

Internet Disclaimer

The Internet is a global electronic network with no central control of its users or content. The Internet and its available resources contain material of a controversial nature. JTPL cannot protect users from offensive Internet content, but librarians can offer advice and suggestions to help ensure effective Internet searching.

Library staff cannot control the availability of information links that often change rapidly and unpredictably. Not all sources on the Internet provide accurate, complete or current information.

Computer systems are filtered to protect against access to obscenity, child pornography, and sexually explicit graphical materials as required by the Children's Internet Protection Act of 2001. Filtering software is not 100 percent effective; parents and individuals must assume responsibility for Internet use. The Library does not act "in loco parentis"; therefore a parent or a legal guardian is responsible for their child's use of the Internet.

Be advised that no filtering software is totally foolproof, and it may occasionally fail to block access to a site an individual may deem as inappropriate. It may also occasionally block access to a site not considered offensive. JTPL will provide unfiltered Internet access to persons 18 or older who request it for bono fide research or any other lawful purpose. Minors may request that the library unblock specific websites.

Sanctions

JTPL relies on the cooperation of its users in order to efficiently and effectively provide shared resources and ensure community access to a wide range of information. If individuals break these acceptable use rules in any way, their right to use networked resources may be suspended for a specified time. The Library will be the sole arbitrator of what constitutes a violation of this policy. An illegal act involving Library computer resources may be subject to prosecution by local, state or federal authorities.

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