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 corresponding initial usage periods.*

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

* If computers are available, additional computer time may be granted.

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 Floyd County 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 statewide PLAC card.

Guest Pass
Patrons may obtain a guest pass for one hour a day, with a limit of two passes per day. 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 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. Up to one dollar of free printing per week is provided for library and computer use only card holders. Users must pay for any additional printed material.

Display and Dissemination of Sexually Explicit or Suggestive Material

Use of Library computing resources, including but not limited to the Library internet connection, to display or disseminate erotic, suggestive, or sexually explicit material on Library campi is prohibited. In determining what is erotic, suggestive, or sexually explicit material, there is a presumption that images depicting the uncovered genitals, buttocks, or depicting the uncovered female breasts is unduly suggestive. Library Staff shall determine what constitutes suggestive or explicit material. Such decisions by staff may be appealed, in writing, first to the Library Director, then to the Library Board. Pending a decision on such appeals, the original determinations of the Library Staff will stand. Violation of these standards may result in the loss of computer privileges and be subject to the library trespass matrix.

Legal Use

Computer resources may be used for legal purposes only. Examples of unacceptable purposes include, but are not limited to:

- Harassment of others
- 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 facilities or equipment in ways that unnecessarily impede the computing activities of others.
- 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. Headphones are available for purchase at the Public Services desk.

Computer Lab Choices

At the Jeffersonville location, the first-floor computer lab may be used by any adult who is 18 or older. Children under 18 must use the computers located in the Youth Services Department on the second floor. Computers in Youth Services are also available to parents and caregivers while their children are accessing the computer. If the caregiver or parents are on the computer, their children must sit beside them during their use of 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 caretakers 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 served* basis. To promote equitable computer resources, JTPL utilizes time management software. To access electronic resources, an individual must use their own Library card number, computer use only card, or guest pass. Individuals using a Library card or computer use only card may have two hours of computer use per day. Patrons using the one-time day guest pass may have one hour of computer time per day. If computers are available, additional computer time may be granted.

Computer labs cease operation 15 minutes before the Library closes.

Wireless Access

Free wireless access is available for Library patrons with their own personal 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 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 bona 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 effectively and efficiently 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 arbiter 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.

Adopted by the Jeffersonville Township Public Library Board of Trustees on October 19, 2021, and December 20, 2022.