

Edinburgh Wright-Hageman Public Library
Internet/Computer Usage Policy

The ability to access the Internet is a privilege offered by the Edinburgh Wright-Hageman Public Library to patrons and guests.

Computer use patrons/guests must have a signed Internet agreement on file.

All Computer use patrons/guests under age 18 must have a signed parent permission form to use the computers. Children under age 11 must be accompanied by parent/caregiver when using the computer.

All users must sign in at the Circulation Desk and use the computer assigned to them.

TIME LIMITS:

A 30-minute time limit may be enforced and there is a maximum of 3 sign-ins per day. At any time, a computer is left unattended for 10 minutes or more, the computer may be assigned to another patron/guest.

ASSISTANCE IN USING COMPUTERS:

Library staff can provide basic help with Internet use and start up procedures. Staff cannot provide in-depth training concerning the Internet or personal computer use.

PRINTING:

The user is responsible for ALL pages printed. Printing Internet pages is unreliable and unpredictable. The library is not responsible for user's mistakes. Users are encouraged to use the "Print Preview" feature and/or to copy and paste into a word document the information needed to minimize printing costs. A fee will be charged for all copies.

DOWNLOADS:

Any downloads or user files must be saved to a user-owned storage device. These are public computers and the information you download may be accessible to others.

WIRELESS ACCESS:

The library provides wireless access to the Internet for users who bring their own Internet-accessible devices to the library. Wireless users must adhere to the guidelines in the policy for Internet/Computer Usage and will be affected by the library's filtering system. Due to the wide range of laptop, notebook, phone, and tablets, library staff will not be available to assist users. Users are expected to know how to configure their equipment in order to use the network.

INAPPROPRIATE USES:

Use of the Internet is a privilege, not a right, and inappropriate use will result in cancellation of this privilege. Examples of inappropriate use include, but are not limited to, the following:

- Violation of computer integrity
- Unauthorized tampering with computer hardware or software
- Violation of another user's privacy
- Transmission of threatening, obscene or harassing materials
- Violation of state obscenity and federal sexual harassment laws, which prohibit printing or display of sexually explicit materials in public places
- Violation of copyright laws and software licensing agreements
- Employing the network for commercial purposes

- Accessing subscription services or fee-based services
- Using the computer for illegal or criminal purposes
- Using the computer to 'hack' the local or any other system.

Abuse or misuse of equipment, software or policies will be grounds for a complete suspension of privileges or possible legal action. The staff has the right to end an Internet session when the Internet and Computer Usage Policy is violated. Internet access may be suspended or revoked by the library at any time, without prior notice, for violation of the conditions of use set forth in this policy. The library will be the sole arbiter of what constitutes violation of this policy. Loss of computer use privileges will be recorded.

FILTERING:

In accordance with the Children's Internet Protection Act, the Edinburgh Wright-Hageman Public Library uses a filtering program. 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.

EMAIL ACCOUNTS:

These are the responsibility of the individual user through web-based services such as Yahoo, Hotmail, or Gmail. The library does not provide email accounts for public users. It's also the user's responsibility to keep track of their email name and passwords and to log out after each session.

DISCLAIMER:

Internet users must be cautious in the selection of sites they choose to use. The Internet is not secure or private. The library is not responsible for any misuse of any personal information you provide online. The library makes no warranties of any kind, either expressed or implied, for the service it provides and is not responsible for any damages suffered including loss of information or data from delays or interruption in service. Use of information obtained via the Internet is at your own risk and any and any Internet activity should not be considered confidential.

The library provides access to a broad range of information resources, including free access to the Internet for informal and educational use.

The Internet is a global electronic information infrastructure, a network of computer networks created and used by governments, businesses, organizations, educators, and individuals. The Internet is not subject to regulations that assure the content or accuracy of information. Users should critically evaluate sources for accuracy, completeness, and currency. The library or any other entity exercises no control over its content. Some people may find some materials on the Internet offensive.

(Adopted 1/13/2026)

This Internet Computer Usage Policy replaces all previous Internet Computer Usage Policies.