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2                   **WEST CHICAGO PUBLIC LIBRARY DISTRICT**

3                   **INTERNET, ELECTRONIC INFORMATION NETWORK, AND DIGITAL SERVICES**

4                   **POLICY**

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6                   The West Chicago Public Library District (WCPLD) offers free access to the Internet through  
7                   public computers and Wi-Fi to users with their own personal devices. It is offered in support of  
8                   the Library's mission to provide materials, resources and services to help community residents  
9                   obtain information to meet their educational, professional, cultural, and social needs. Library  
10                  staff may provide assistance to patrons in the use of electronic resources as time and staff  
11                  knowledge permits.

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13                  **Breach of Policy**

14                  The use of the Internet falls under the Library's Internet and Electronic Information Network  
15                  User Agreement. Violation of any aspect of this policy (or of established Library procedures)  
16                  may result in loss of computer privileges: two weeks for a first offense; six months for a second  
17                  offense; and one year for each subsequent offense.

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20                  **INTERNET, ELECTRONIC INFORMATION NETWORK, AND DIGITAL SERVICES**

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22                  **PROCEDURES**

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24                  **User Responsibilities**

25                  Responsibility for what minors access on the Internet, Wi-Fi and Gaming Stations rests with  
26                  parents or guardians. Children under 12 years of age may only access the Internet on the  
27                  computers in the Library's Youth Services Department with a parent or guardian present during  
28                  all Internet use.

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30                  Adults and those that are 12-17 years of age with signed Internet approval from a parent will be  
31                  directed to use the computers in the Adult Services Department. Adults and those that are 12-17  
32                  years of age with signed Internet approval accompanied by children younger than 12 years of age  
33                  must use the computers in the Youth Services Department.

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35                  Library staff cannot act in the place of parents in providing constant care and supervision of  
36                  children as they explore the Internet or other electronic resources.

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38                  With Library staff approval, two users may share one computer session on one computer as long  
39                  as their behavior or conversation does not disturb other users or Library staff.

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41                  Computer users are prohibited from: damaging or altering the Library's computer equipment or  
42                  software; violating system security; or licensing agreements; using the network to harass other

43 users; use of disruptive sound; violating a Federal or State law including, but not limited to,  
44 accessing material that is obscene or child pornography as defined by the Illinois Criminal Code,  
45 720 ILCS 5/11-20 & 720 ILCS 5/11-20.1.

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#### 47 **Time Limits**

48 Users with a valid WCPLD card will receive a 60-minute computer session.

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50 Extended time is available for any computer session until there is a reservation made on that  
51 computer.

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#### 53 **Guest Passes**

54 Adults without a library card who are 18 or over will be issued a guest pass by showing a valid photo  
55 ID.

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57 Children 12-17 years of age who show a valid photo ID may only receive a guest pass if they have  
58 forgotten their library card with signed Internet privileges.

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60 Children 12-17 years of age without signed Internet privileges may NOT use the computers.

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#### 62 **Printing**

63 Users may print from Library computer workstations to the Library's printer for a per-page fee.

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#### 65 **Gaming Stations**

66 The West Chicago Public Library District offers gaming stations for patrons to play in-house.

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#### 68 **Young Adult Gaming Station**

69 Patrons in 6<sup>th</sup> through 12<sup>th</sup> grade can use or check out controllers for the gaming station with a valid  
70 library card. Those who are younger than 6<sup>th</sup> grade or accompanied by children younger than 6<sup>th</sup> grade,  
71 must use the gaming station in the Youth Services Department.

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#### 73 **Children's Gaming Station**

74 Patrons younger than 6<sup>th</sup> grade or those who are accompanied by children younger than 6<sup>th</sup> grade are  
75 able to use the Children's gaming station with a valid library card.

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#### 77 **VHS-DVD Converter**

78 Patrons 18 and older can convert home movies from VHS to DVD. Conversion happens in real-time  
79 and patrons must stay with the machine while the conversion is in process. Patrons can reserve the  
80 converter for up to three hours up to a week in advance. Reservations for the converter will not be  
81 made after 5:00 p.m. (Monday through Thursday) and 1:00 p.m. (Friday through Sunday). All materials  
82 for converting (VHS tapes and DVD-R or DVD-RW) must be supplied by the patron. Patrons must  
83 read all directions before converting. The Library is not liable for damage to personal items or loss of  
84 data while using the converter. The viewing or converting of explicit materials will not be allowed and  
85 will result in immediate dismissal from the converter. The use of the converter and associated  
86 equipment shall follow all legal guidelines under the U.S. Copyright Law. Information on copyright  
87 law can be read online at <https://www.copyright.gov/title17/title17.pdf> .

88 **3-D Printer**

89 3-D printing can be used to make 3-Dimensional objects. Patrons must use an existing design from the  
90 3-D sharing site e.g. [www.thingiverse.com](http://www.thingiverse.com) or provide their own design on a flash drive in an .STL  
91 format. Patrons must have items pre-approved by library staff members before an item can be set to  
92 print. Library staff members must set and release 3-D print jobs. Print jobs may be declined at the staff  
93 members' discretion. Printed items will be charged to the patron by weight at \$.10 cents per gram.  
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95 **Privacy**

96 An individual's use of Library computer resources and Wi-Fi access is not monitored; however,  
97 users should have no expectation of privacy as all computers and printers are in view of other  
98 patrons and staff.  
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100 **Disclaimer**

101 The West Chicago Public Library District assumes no responsibility for any activities conducted  
102 by users of the Library computers. The Library reserves the right to modify this policy at any  
103 time. Use of the Library's network resources constitutes acceptance of the current version of the  
104 West Chicago Public Library District Internet, Electronic Information Network, and Digital  
105 Services Policy.  
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108 Approved by Policy and Personnel Committee: May 16, 2005

109 Approved by the Board of Library Trustees: May 23, 2005

110 Approved by the Board of Library Trustees: September 24, 2007

111 Revision Approved by the Board of Library Trustees: September 26, 2011

112 Revision Approved by the Board of Library Trustees: November 25, 2013

113 Revision Approved by the Board of Library Trustees: January 23, 2017

114 Revision Approved by the Board of Library Trustees: May 22, 2017

115 Revision Approved by the Board of Library Trustees: November 26, 2018

ATTACHMENT 1

WEST CHICAGO PUBLIC LIBRARY DISTRICT  
INTERNET, ELECTRONIC INFORMATION NETWORK, AND DIGITAL SERVICES  
USER AGREEMENT

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1. I have read the policy and procedures concerning the use of the West Chicago Public Library District's (WCPLD) Internet and computer workstations and agree to abide by the stated terms.
2. I agree to pay any repair or replacement costs of the Library's equipment and software that has been damaged by myself or by minors for whom I am responsible.
3. I agree that the Library is not responsible for any damage to or loss of personal software, disks or equipment used in the Library's computer workstations.
4. I agree to follow all local, state and federal laws, including copyright laws and I understand that copyright laws restrict duplication of copyrighted software.
5. I agree that the Library has no control over the Internet and its resources, and that access, use, or transmission of information via the Internet computer workstations in the Library is the responsibility of the user. In the case of minors, it is a joint responsibility of the user and the parent or guardian.
6. I agree not to use the computer for illegal activities or unlawful communications such as threats of violence, obscenity, child pornography and harassment as defined by law.
7. I understand that the WCPLD reserves the right to modify the Internet policy at any time and I agree that the use of an Internet workstation in the Library constitutes acceptance of the current version of the policy.
8. I understand that failure to abide by the Internet policy may result in loss of all computer privileges, potential loss of library privileges and possible legal prosecution.

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INTERNET USER NAME (PLEASE PRINT)	LIBRARY CARD NUMBER
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INTERNET USER SIGNATURE	DATE
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**For patrons under the age of 18:**

As the parent or guardian of \_\_\_\_\_

CHILD'S NAME (PLEASE PRINT)

I give permission for my child to use the Internet workstations at the WCPLD and I understand the following:

- The Internet may contain material that is inappropriate for children under 18 years of age.
- The WCPLD does not use Internet filtering software.
- Library staff cannot act in the place of parents in providing constant care and supervision of children as they explore the Internet or other electronic resources. Responsibility for what minors read or view rests with parents or guardians.
- Parents or guardians are financially and legally responsible for any harmful activity and/or physical damage done or caused by their minor children.

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PARENT OR GUARDIAN'S SIGNATURE	DATE
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