

WEST CHICAGO PUBLIC LIBRARY DISTRICT

INTERNET AND DIGITAL SERVICES

POLICY

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

Breach of Policy

Violation of any aspect of this policy (or of established Library procedures) may result in loss of computer privileges: two weeks for a first offense; six months for a second offense; and one year for each subsequent offense. Viewing pornography is not permitted and is a violation of this policy.

Privacy

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

Disclaimer

The West Chicago Public Library District assumes no responsibility for any activities conducted by users of the Library computers. The Library reserves the right to modify this policy at any time. Use of the Library's network resources constitutes acceptance of the current version of the West Chicago Public Library District Internet, and Digital Services Policy.

User Responsibility

The Library has no control over the content on the Internet and is not responsible for what users view. Patrons 12 years of age and older can access the computers in the Adult Services Department with a library card or guest pass. Patrons 12 years of age and older accompanied by children younger than 12 years of age must use the computers in the Youth Services Department. With Library staff approval, two users may share one computer session on one computer as long as their behavior or conversation does not disturb other users or Library staff and each user sits in their own chair.

Computer users are prohibited from: damaging or altering the Library's computer equipment or software; violating system security; or licensing agreements; using the network to harass other users; use of disruptive sound; violating a Federal or State law including, but not limited to, accessing material that is obscene or child pornography as defined by the Illinois Criminal Code, 720 ILCS 5/11-20 & 720 ILCS 5/11-20.1.

All users of the West Chicago Public Library's Services are subject to the library's conduct policy.

Guest Passes

Guest Passes will be issued for patrons 12 years of age and older without an ID.

Children and the Internet

Internet Computers in the Youth Service Department are not filtered. Children ages 9-11 can access the computers in Youth Services with a signed Internet and Digital Services User Agreement. Parents or guardians are responsible for what minors access on the Internet, and wi-fi. 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. Children under 9 years of age may only access the Internet on the computers in the Library's Youth Services Department with a parent or guardian present during all Internet use.

DIGITAL SERVICES

Gaming Stations

The West Chicago Public Library District offers gaming stations for patrons to play in-house. Young Adult Gaming Station Patrons 12 to 18 years of age can check out controllers for the gaming station with a valid library card. Those who are younger than 12 years of age or accompanied by children younger than 12 years of age, must use the gaming station in the Youth Services Department. Children's Gaming Station Patrons younger than 12 years of age or those who are accompanied by children younger than 12 years of age are able to use the Children's gaming station with a valid library card.

VHS-DVD Converter

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

3-D Printer

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

Cricut Machine

What is a Cricut machine?

The Cricut is an electronic cutting and drawing machine. Designs created on your computer can be cut or drawn into material such as paper, cardstock, vinyl, fabric and certain types of wood. The Cricut can be used to make signs, custom t-shirts, labels, greeting cards and stickers. Printing times vary between 15 to 30 minutes depending on the size and complexity of the design.

How can Patrons use it?

Patrons can create their own designs from the Cricut Design Space app (<https://design.cricut.com/>) on a designated library computer or at home and send the file to the library as one of these file types: JPEG, PNG, SVG, DXF, EPS. Cricut Design Space is a free program for Windows, Apple, and Android devices. Certain licensed designs may be an additional cost, patrons must call the library for any inquiries. Patrons must have items pre-approved by library staff members before an item can be set to print. Library staff members must set and release Cricut print jobs. Print jobs may be declined at the staff members' discretion. Patrons can also choose from library samples for certain designs.

Prints can be purchased at the following rates:

Paper & Cardstock

Up to 6x6 - .50 per print

Up to 12x12 -\$1.00 per print

Larger than 12x12 -- Call the library

Sticky Vinyl & Iron on Vinyl

Up to 6x6 - \$2.00 per print

Up to 12x12 -\$4.00 per print

Larger than 12x12 -- call the library

ATTACHMENT 1

WEST CHICAGO PUBLIC LIBRARY DISTRICT

INTERNET AND DIGITAL SERVICES USER AGREEMENT

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.

_____ # _____
INTERNET USER NAME (PLEASE PRINT) LIBRARY CARD NUMBER

_____ SIGNATURE DATE

For patrons under the age of 12:

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 all of the statements above.

I DO NOT give permission for my child to use the Internet workstations at the WCPLD.

_____ DATE
PARENT OR GUARDIAN'S SIGNATURE

Approved by Board of Library Trustees: October 28, 2019; April 26, 2021; February 27, 2023