

## 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 make library resources known and accessible to everyone. Library staff may provide assistance to patrons in the use of electronic resources as time and staff knowledge permits.

#### **Procedures**

#### **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 WCPLD 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 WCPLD 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 Services Department are not filtered. Children ages 9-11 can access the computers in youth services with parent or guardian approval indicated in their patron record. 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 WCPLD offers gaming stations for patrons to play in-house. Teen 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. 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 Youth Services 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. Patrons that use 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>.

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