



# OTSEGO DISTRICT PUBLIC LIBRARY

401 Dix Street • Otsego, MI 49078 • (269)694-9690 • [www.otsego.library.org](http://www.otsego.library.org)

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## Internet Use Policy

*Adopted 5/2005*

*Revised 3/2021*

Internet access at the Otsego District Public Library is an extension of the library's mission to meet the community's information needs.

In general, staff can assist internet users with finding specific websites, opening applications, printing, and attaching files to emails. Other extensive computer and internet help may require patrons to bring a trusted friend or relative to assist them.

The Otsego District Public Library neither monitors nor controls information accessed through the Internet and cannot be held responsible for its content, quality, accuracy or currency. The Internet is a worldwide community with a highly diverse user population and it is the customer's responsibility to use this resource wisely.

Parents or guardians, not the library or its staff, are responsible for the Internet information selected and/or accessed by their children. Parents or guardians are responsible for monitoring their child's internet usage. Children (under age 18) are not allowed to access the internet via the library's computer stations unless they have a library card on file or their parent or guardian's permission. The library will not monitor children's access to the internet via Wi-Fi accessible in building or on lending Wi-Fi Hotspot devices.

The Internet must be used in a responsible manner, respecting the rights of others, and taking care with use of the equipment and/or network or device. Computer, and Internet, and Mobile Wi-Fi Hotspot settings may not be changed.

The Library's Internet computers may not be used for any unlawful or improper activities prohibited under local, state or federal laws. These activities include, but are not limited to:

- Displaying, transmitting or exhibiting to minors' sexually explicit material harmful to minors as defined by MCL 397.606 (Section 6 of the Library Privacy Act).
- Hacking or spamming
- Infringement of copyright law
- Damaging or altering of software or equipment
- Fraud
- Distribution of unsolicited advertising or propaganda, or propagation of computer viruses
- Libeling, harassing, or slandering other users
- Solicitation of minors

The Otsego District Public Library is committed to providing an environment free from sexual and other forms of harassment and hate. Customers are asked not to display on screens and/or print materials that may be objectionable. Internet access may not be available due to technical problems.

Computer use by a customer is limited to 2 hours per day. Extension of the time limit may be granted by special permission.

Printing may be done at the posted price per page.

Library Employees may terminate a user's session immediately as necessary for failure to comply with the library's Internet Policy and/or rules. The Library Director is authorized to terminate any user's access session for up to one month if the user has failed to comply with the library's Internet Policy and/or rules. The library director may impose longer or permanent restrictions for violations of the library's Internet Policy.

Internet users whose access session has been terminated or prohibited may request the decision reviewed by the Board of Trustees.

The Otsego District Library considers use of any public access computers and Wi-Fi Hotspots to constitute an acceptance of its Internet Use Policy. Patrons will reaffirm the agreement each time they use the public Internet computers. Failure to abide by the provisions of this policy will result in the loss of Internet privileges.