

River Forest Public Library Patron Technology Policy

Equipment and Computer Use

A. Computer Hardware/Software/Printing

RFPL owns computers that are available for patron use. These computers require a login with a current RFPL card in good standing. A limited number of guest passes may be issued at any one time to non-residents. Some computers may be designated for use by specific patron age groups. Patrons may not use another River Forest resident's card to circumvent any computer use policies, or to gain extra time on RFPL computers. RFPL reserves the right to limit, refuse, and/or ban any patron from using RFPL equipment and computers.

Public computers are configured such that hard drives are wiped and restored at the end of each session. RFPL patrons may use portable storage devices to save and store their data. Documents and data are not saved after a session ends.

There is a charge for printing from RFPL computers. At the discretion of RFPL staff, RFPL patrons may use personal paper to print specialized documents such as resumes. RFPL printers may not be compatible with all types of paper.

RFPL accepts no responsibility for the safety or security of any computer brought into RFPL. Neither RFPL nor its staff shall be held liable for any loss arising from the use of hardware, software, or from human error while at RFPL.

Computers and devices which are not owned by RFPL may only be connected to the RFPL network by wireless connection, except for storage devices such as USB drives. RFPL licensed software may not be installed on non-RFPL computers. Patrons are prohibited from using personal software on RFPL computers and from downloading software onto RFPL computers. RFPL computers include software to meet patron needs of word processing, office applications, and Internet browsing. Software additions or changes will be considered at the discretion of staff in consultation with the Director and Managers. Software used to facilitate exam proctoring or other patron test taking may be downloaded by RFPL staff, on a case by case basis, at the discretion of the Manager of Adult Services.

RFPL staff members may provide assistance to patrons regarding the use of computers as time and staff knowledge permit. Additional assistance may be available in the form of computer classes.

B. Computer Usage/Internet

RFPL urges patrons to be informed consumers and carefully evaluate information obtained via the Internet. RFPL staff members are not in a position to provide an analysis of online sources.

RFPL makes reasonable accommodations to ensure the safety and security of our networks for our patrons. Downloading information from the Internet and saving it for personal use is at the risk of the user. Neither RFPL, nor its staff, shall be held liable

for the safety or security of information transmitted via the internet using RFPL computers or networks.

RFPL assumes no responsibility for preventing users from accessing systems, networks, and services that may contain material considered offensive to a user, or inappropriate for minors. Accordingly, users should be aware that they might encounter messages, materials, or graphics on the Internet that they find to be offensive.

Use of RFPL's computers is to be limited to legal and acceptable uses. Some examples of unacceptable uses are:

- Deliberately accessing obscene materials;
- Harassment of others, including but not limited to sexual harassment;
- Defamation of others;
- Violation of copyright law;
- Violation of licensing or access agreements with online service providers;
- Violation of system security;
- Destruction, damage, or unauthorized modification to equipment, software, or data;
- Disruption or unauthorized monitoring of electronic communications;
- Activities in violation of local, state, or federal laws or ordinances.

Persons who use RFPL's computers for unacceptable uses may lose the privilege of using all RFPL facilities, including but not limited to access to its computers.

Children under the age of fourteen may access the Internet via the computers in designated areas. Parents/guardians are advised to monitor their children's use of RFPL's computer systems if they wish to control the information, messages, and graphics to which their children are exposed. RFPL staff will not monitor children's use. RFPL recommends that parents/guardians discuss rules and limitations with their children before giving their children permission to access the internet at RFPL.

Approved by the RFPL Board on March 20, 2018