Warren-Newport Public Library District
Lake County, Illinois
Board of Trustees

Policy 3065 Technology Use by the Public

ARTICLE 1. INTRODUCTION

In response to advances in technology and the changing needs of its residents, the Warren-Newport Public Library District (WNPLD) endeavors to develop collections and services that meet the informational, recreational, and educational needs of its community. It is within this context that WNPLD offers access to technology.

In accordance with Illinois Library Association best practices (*Illinois Public Library Standards*), this policy will be reviewed annually by the WNPLD Board of Trustees.

This policy applies to public use of library technology, including wired and wireless patron computers and app-controlled children's devices, and to use of WNPLD's wireless internet service on personal devices. Unless otherwise stated, the same rules apply to wired and wireless access.

ARTICLE 2. GENERAL RULES GOVERNING TECHNOLOGY AND INTERNET USE

Section 2.01 Users

WNPLD reserves the right to limit, refuse, and/or ban any patron from using WNPLD technology. Illinois residents who have a library card from another public library are encouraged to register their card with WNPLD. Illinois residents without library cards or visitors from outside Illinois may use WNPLD computers with permission from

authorized WNPLD staff. The decision to grant or deny such permission is solely at the discretion of WNPLD staff.

Section 2.02 Time Limits

WNPLD reserves the right to limit the amount of time an individual may use library technology.

Section 2.03 Behavioral Expectations

Users must comply with all applicable federal, state, and local laws, including laws governing the transmission and dissemination of information via the internet. When using library technology or internet services, users shall not:

- gain or attempt to gain unauthorized access to any network, system, account, or information resource, including through hacking;
- install unauthorized software or applications, or modify, disable, bypass, or interfere with library hardware, software, device settings, security controls, or app restrictions;
- damage or attempt to damage library technology or disrupt network services;
- invade the privacy of others,
- distribute unsolicited advertising, engage in harassing, defamatory, or disruptive conduct; or
- violate copyright or other third-party rights, engage in other unlawful activity, or use library technology in a manner inconsistent with WNPLD's tax-exempt status or proper operation.
- behave in a manner that is disruptive to others or otherwise in violation of the WNPLD Policy 3060 Standards of Public Conduct.

Section 2.04 Wired and Wireless Internet Access

- WNPLD provides internet access through wired patron computers and its wireless network. Availability, uninterrupted service, and upload or download speeds are not guaranteed for either type of access. Wireless internet access cannot be reserved.

Section 2.05 Revocation of Access Privileges

Violations of the rules governing use of technology in the Warren-Newport Public Library (WNPL) may result in a loss of access. Unlawful activities will be dealt with in an appropriate manner.

ARTICLE 3. PUBLIC USE OF THE INTERNET

Section 3.01 Choosing and Evaluating Sources on the Internet

WNPLD is not responsible for the content of the internet. Library patrons use the internet at their own risk and are responsible for evaluating the validity and appropriateness of information they find. WNPLD provides training for members of the public to assist them in using the internet in a safe, effective, and efficient manner.

Section 3.02 Internet Access by Minors

Parents and legal guardians must assume responsibility for deciding which WNPLD resources are appropriate for their own children. WNPLD affirms and acknowledges the rights and responsibilities of parents and guardians to monitor and determine their children's access to WNPLD materials and resources, including those available through the internet. WNPLD filters the children's devices to assist in the safe and effective use of these resources by all minors. Parents and guardians should be aware that filtering software does not detect all objectionable websites.

Section 3.03 Privacy and Internet Security

WNPLD will not release information about an individual's use of specific internet resources except as required by law. However, the library is a public place, and neither wired patron computers nor wireless internet access can guarantee privacy or security. Screens may be visible to others, and third parties may obtain information about online activity. Users are cautioned against accessing sensitive information, such as bank accounts or health records, through public internet services and are responsible for protecting their account credentials and signing out of personal accounts when finished.

WNPLD assumes no liability for unauthorized third-party access to users' private data while they use library technology or internet services.

Section 3.04 Personal Devices and Data

Users are responsible for antivirus software and other security protections on their personal devices. WNPLD assumes no responsibility for changes to a personal device's configuration, operation, or data resulting from connection to its network, or for damage, theft, or loss of personal equipment, software, data, or other property brought onto or used at the library campus.

Section 3.05 Indemnity

Users of WNPLD technologies shall defend, indemnify, and hold harmless WNPLD, its officers, Trustees, employees, and agents against all claims, actions, and judgments based upon or arising out of user's use of WNPLD technologies.

Section 3.06 Artificial Intelligence Tools

Users may access artificial intelligence (AI) tools and services through library technology. Users are responsible for verifying AI-generated content, complying with applicable laws and the acceptable-use requirements in Section 2.03, and any consequences of submitting personal or confidential information to AI services. WNPLD does not guarantee the accuracy, reliability, or appropriateness of AI-generated content.

ARTICLE 4. STAFF ASSISTANCE

Section 4.01 Technology Assistance

WNPLD staff provides basic assistance on library technology. Staff members will not install, configure, repair, or make changes to any patron technology or library devices. Staff may direct the user to appropriate resources for advanced assistance.

Section 4.02 User Accounts

WNPLD staff will not access a user's personal accounts on the user's behalf.

Section 4.03 Software Installation

Staff will not install supplementary software on library technology in immediate response to a patron request.

ARTICLE 5. RELATIONSHIP TO OTHER WNPLD POLICIES

WNPLD Policy 3065 Technology Use by the Public is part of the overall policy structure of WNPLD and will be interpreted with other existing policies. Copies of all WNPLD policies are on the WNPLD website and are available upon request from WNPLD staff members.

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