# Electronic Device, Network, and Internet Use Policy

300 W. Merrill St. Birmingham, MI 48009 | 248-647-1700 | www.baldwinlib.org

The Baldwin Public Library (BPL) provides Internet access through loaned computers and through its affiliated network. Users may bring their own devices or borrow BPL's devices, such as laptops, workstations, or hot spots.

**Use of Library Computing Resources and Network**

Users are granted a specified amount of access time per day; additional time may be given if there are no users waiting. Some workstations are limited to children, parents and guardians of children, and/or young adults.

All computer resources must be used in a responsible manner, respecting the rights of others and taking care of the equipment.

**Accessing Information**

BPL does not monitor and has no control over the information accessed through the Internet and cannot be held responsible for its content. The Internet and its resources may contain material that may be deemed controversial or inappropriate by certain users. BPL does not restrict access or protect users from information that they may find offensive, except as provided by law or specifically delineated in this Policy. Users access the Internet at their own discretion and are expected to abide by this Policy's rules and regulations.

Parents and guardians of children under the age of 18, not BPL staff, are responsible for their children's use of the Internet through BPL's connection.

Users who believe that a site has been mistakenly filtered can submit a request to the Library Director to have the site filter removed. If the administrative staff determines that the site does not contain obscene matter or sexually explicit matter that is harmful to minors, then the administrative staff may authorize the system wide unblocking of the site. The user will be informed of the decision in writing. The decision may be appealed by submitting a written request to BPL staff. BPL staff shall then schedule a hearing before the Library Board and shall notify the user requesting the hearing in writing at least seven days before the hearing.

**Prohibited Activities**

Users may not produce profane or loud noises while using electronic devices. Noises must not be louder than the general noise level for the area.

Users may not use any electronic device to create, send, receive or display images that are obscene, illegal or sexually explicit. (Refer to BPL's Code of Conduct.)

Users must abide by copyright laws pertaining to the Internet. Activities like uploading, downloading or copying copyrighted materials may infringe on copyright law unless

permission is granted by a copyright owner. Unless an exception is granted, the transmission of copyrighted materials is prohibited.

Users are prohibited from using identification other than their own to access the Internet. This includes the unauthorized use of another's Library card and PIN, and usernames and passwords on websites.

Any activities that are intended to disrupt the network, services on the network, or physical equipment are prohibited.

**Violation**

BPL's computers, network, and Internet connection may not be used for any illegal activity or in any manner in violation of BPL's Code of Conduct. Anyone committing illegal acts will be prosecuted to the full extent of the law.

Users violating this Policy will be asked to comply by staff. In response to serious or repeated violations of this Policy, BPL reserves the right to terminate a user's session, ask a user to leave the BPL building, and/or prevent a user from using BPL's computers, network, or Internet connection.

BPL reserves the right to remotely monitor and access all public access computers for customer support, maintenance, and security purposes.

**Precautions**

Files downloaded from the Internet, through BPL's network, or from BPL computers may contain malware that may infect other computers. BPL is not responsible for damage or loss that may occur from the use of BPL's computers, network, or Internet connection, and users use these resources at their own risk.

Users are responsible for ensuring that their personal data is not compromised when using BPL's computers, network, or Internet connection. Accessing, sending, or connecting information to BPL's computers, network, or Internet connection is done at the sole risk of the user. The Library has no control over the security of a user's data.