

Whittier Public Library

Internet Use Policy

The Whittier Public Library offers free internet access as part of its mission to provide information to a diverse community.

Any individual with a library card may use the internet terminals free of charge.

The internet is an unregulated medium. The library does not monitor and has no control of the information on the internet. Individual users accept responsibility for their own selection of sites and information on the internet. While the library has antivirus software on the internet stations, the library cannot guarantee a virus-free environment. If individuals have concerns regarding viruses it is recommended that they do not download information from internet sites.

It is the responsibility and the right of parents to determine and monitor their child's use of library materials and resources, including the internet. Children do not need to demonstrate proficiency in order to use the internet. Parents, however, need to be aware that staff will not be able to provide assistance to novice users. If parents have concerns regarding access, the library recommends that parents supervise their child's internet access. Parents who have questions regarding their child's use of the internet are encouraged to contact a staff member.

Unlawful downloading of copyrighted materials through Library internet is strictly prohibited, including (but not limited to) on library terminals, Chromebooks, personal laptops, tablets and smartphones. Materials obtained or copied on the internet may be subject to copyright laws.

E-mail access is permitted; however, library staff does not provide assistance in creating e-mail accounts or in utilizing sites that require patrons to provide information of a personal nature such as a social security number, credit card numbers, etc.

Individuals will be charged for each page printed. The charge is set based on the current agreement with the library's printer vendor. Refunds for printing are only given for equipment malfunction. Refunds are not given in the case of operator error. Patrons are encouraged to always use print preview.

Individuals may not damage or modify the software or hardware. This includes (but is not limited to) violation of California Penal Code section 502 ["Computer crimes"]. Those who do will be held liable for any damages.

Individuals may not use internet terminals to run their own software. Nor may they use internet station outlets to plug in personal devices.

Unless staff has authorized additional users, only one person at a time may use a terminal.

Internet terminals are located in public areas of the library and there is no guarantee of privacy.

Guest passes are available as a one-time courtesy at staff's discretion.

Under the Library's **Standards of Behavior Policy**, internet users may not engage in activity that disrupts others' use of the facility. In such instances, individuals will be required to discontinue the behavior in question. Failure to comply with these standards may constitute grounds for warning to cease the offending behavior, loss of Library privileges and/or an order to immediately leave the Library premises. Repeated or a pattern of disruptive behavior will result in further action.

Individuals may not engage in any activity on the internet that is in violation of federal, state or local laws. Any individuals engaged in such behavior will be reported to the Whittier Police Department.

Individuals in violation of the Internet Use Policy may have their internet privileges and/or Library privileges revoked. Refer to the Library's Standards of Behavior Policy for more details on revocation of Library privileges.

Wireless Internet Access Policy

The Whittier Public Library offers free unlimited wireless internet access to patrons using their laptop computers or other mobile devices. Use of the service constitutes acceptance of this **Wireless Internet Access Policy**, the Library's **Internet Use Policy** and the Library's **Standards of Behavior Policy**.

The service is available during normal hours of operation.

Users must possess a Whittier Public Library card.

Most Wi-fi equipment will be compatible. However, the library makes no guarantees as to compatibility of a patron's hardware with the library's network.

Library staff is not allowed to assist patrons with setting up configurations for laptops.

The library's wireless network is an open network and therefore not secure. The library cannot guarantee the safety or privacy of communication across its wireless network.

Anti-virus software and security protection are the responsibility of the patron.

The library is not responsible for any loss of data or damage to personal equipment as a result of using the wireless service.

Patrons should never leave equipment unattended. The library is not responsible for theft.

The library reserves the right to determine where in the building laptop use is permitted. Patrons may not create obstructions to normal and safe use of the library.

Whittier Public Library reserves the right to modify this policy at any time.

Chromebooks Policy

The Whittier Public Library has Chromebooks available for use within the library.

USERS

- 18 years of age and older
- Possess valid picture ID
- Possess a library card in good standing¹
- Sign WPL Chromebook User Agreement and Checklist
- Agree to abide by Wireless Internet Access Policy and Chromebook User Agreement (see below)

TERMS OF USE

- Two-hour time limit
- Cannot be removed from the building
- Must be returned to circulation desk 30 minutes before closing
- May not be left unattended

PENALTIES

- Patrons are solely responsible for the Chromebook and its replacement or repair should it become damaged, lost, or stolen while checked out to them.
 - Patrons will be charged \$400 for theft or loss of Chromebook.

¹ Good standing means a patron owes less than \$10 to the Library.

- Patrons are financially responsible for damage to the Chromebook up to \$400.
- If Chromebook is returned late, patron will be fined \$10 for every hour or portion of hour it is late
- Chromebook will be considered lost or stolen if it is not turned in by closing of the day it is checked out. Patron will be responsible to pay replacement cost.

WHITTIER PUBLIC LIBRARY | CHROMEBOOK User Agreement and Checklist

I agree to the following terms and conditions for borrowing a Chromebook laptop from Whittier Public Library:

I will abide by Whittier Public Library's Adult Internet Policy and Rules.

I am 18 years of age or older, have a WPL card in good standing, and can present valid and current photo identification.

I understand that the Chromebook is for inside Library use only and **cannot be removed from the building**.

I agree to return the Chromebook within **2 hours and at least 15 minutes before the Library closes**.

I understand that my Library account will be charged \$10.00 for every hour or portion of an hour that the Chromebook is overdue. I also understand that the Chromebook will be considered lost or stolen if it is not turned in by closing of the day checked out, and I will be responsible to pay the replacement cost.

I understand that I am solely responsible for the Chromebook while it is checked out to me, and will not leave it unattended at any time.

I am solely responsible for the Chromebook and its replacement or repair should it become damaged, lost or stolen while checked out to me.

I will be responsible for paying a replacement charge of \$400.00 for theft or loss of the Chromebook.

I will be financially responsible for damage to the Chromebook up to \$400.00

I understand that by logging in as "guest" I prevent the automatic transfer of personal information to websites. All of my browsing data will be cleared when I log out. If I log into the Chromebook or any website using a personal username, my personal information may be shared with websites. In this case the Library cannot protect my privacy while I access the internet.

I will not attempt to make any changes to the operating system or software, other than adding web applications available from the Chrome Web Store and changing configuration settings that are accessible by default through the browser settings menu. I understand that any changes I make will be reset when I log out of my session. If I wish to listen to any sound on the Chromebook I will use my own headphones.

I will notify Library staff immediately if I experience any problems with the Chromebook. I will pay the cost to repair any damage if I try to troubleshoot problems.

I agree to return the Chromebook directly to a Library staff member and wait until it has been checked back in and inspected.

I understand that a Library staff member will inspect the laptop upon return and note any visible damage or problems, and that I will be responsible for any repair charges incurred. I will not be able to check out another Chromebook until the repair charges are paid in full.

I understand that documents cannot be printed directly from the Chromebook. Locally stored files will be automatically deleted when the Chromebook is restarted and should be saved to a flash drive, stored on an internet server or sent as an attachment in email. Files may be printed from a library internet computer.

I agree to make appropriate choices about the sites I view when others are present, since the Library is a public place that serves children as well as adults. I agree to stop viewing any site that creates a hostile environment for other Library users or staff if a staff member asks me to stop.

In signing below, I understand and agree to the Chromebook User Agreement and Checklist:

Date

Signature of Borrower

Library Card #

Library Staff Member