



## Clinton Community Library

### Internet, Wireless Internet, and Hotspot Use Policy

#### **Internet Access**

Providing access to the internet is in keeping with the Library's mission to provide materials and information to help community residents meet their personal, educational, and professional needs. The internet allows users to connect to networks of information, resources, and ideas outside the Library. There is no charge for use of the Library's internet or wireless internet (WiFi) functions.

The Library does not monitor and has no control over the information accessed through the internet. It is the responsibility of the user to evaluate the quality, accuracy, authenticity, or timeliness of information, ideas, points of view, and images found on the internet. The Library takes no responsibility for the accuracy of information on the internet or ideas, points of view, and images expressed.

Patrons may use the Library's internet and WiFi to access web-based services as long as these services do not require any alteration of the Library computers' resources or files, and all such use is in compliance with the *Computer Use Policy* and all applicable laws. Patrons may not install software on Library computers. Patrons may download to a flash drive.

Internet access from a Library computer is available on a first-come, first-served basis with voluntary ceding of a workstation if another patron is waiting. The Library reserves the right to regulate the amount of time patrons may use the computers, based on demand.

Internet resources through the Library are provided equally to all users regardless of age. As stated in the *Computer Use Policy*, all children under the age of 10 must be supervised by a parent or designated adult while using computers in the Library. The Library upholds and affirms the right of each individual to access constitutionally protected material. A minor's access to the internet, as well as access to all other materials, is the sole responsibility of the parent or legal guardian. The Library strongly encourages parents or legal guardians to supervise their children's internet use and to provide them with guidelines about acceptable use. It is the responsibility of parents and/or guardians safeguard their children's privacy online.

## **Wireless Internet Access (WiFi)**

The Library provides unfiltered wireless internet connectivity for users with wireless-enabled devices. Patrons will need a laptop computer, tablet, or other mobile device that supports the current WiFi standard. Patrons are responsible for knowing how to configure their own equipment. Library staff may provide best-effort technical assistance but cannot guarantee that a user's hardware will work with the Library's wireless connection. If a user has problems accessing the internet over the Library's connection, staff may assist in helping the user make changes to the device's network settings or perform troubleshooting on the user's own computer. Users should refer to their owner's manual or other support services offered by their device manufacturer.

The Library assumes no responsibility for damage, theft, or loss of any kind to a user's equipment, software, data files, or other personal property brought into or used at the Library. Users must keep their equipment with them at all times and may only use electrical outlets in public areas.

The Library cannot guarantee that wireless internet connectivity will be available at any specific time nor can the Library accept reservations for wireless access. The wireless service is not to be used as a permanent internet connection. Any use of the wireless internet connectivity that exerts an exorbitant strain on the Library's network and compromises patron and staff use is not allowed.

The Library takes no responsibility for the safety or security of information transferred via the internet or saved on a storage device attached to Library equipment.

The internet is not a secure medium and there can be no expectation of privacy when using it, whether accessed from an internal or external site. Any information being sent or received over the Library's internet function could potentially be intercepted by another internet user. An informed internet user should not transmit credit card information, passwords, or any other sensitive personal information. All wireless access users should have up-to-date virus protection on their personal laptop computers or wireless sources.

In accordance with federal and state laws and regulations, patrons are not permitted to use the Library's computers or the Library's internet or WiFi functions for any illegal or criminal purpose, including but not limited to harassment, stalking, or unauthorized access to any computer systems, or in a manner disruptive of another person's work. Violation of federal, state, or local laws, including but not limited to the transmission of pornography or harmful material, fraud, hacking, spamming, and illegal downloading of copyrighted material, is prohibited.

Patrons may not send, receive, or display text or graphics that may reasonably be construed by Library staff as offensive to the public. The Library is not responsible for what is

displayed on computers connected to the internet. Misuse of the Library computers or internet or wireless internet access may result in the loss of computer privileges.

## **Hotspots**

A “hotspot” consists of the mobile wireless hotspot device itself as well as its charger and case. When a patron borrows a mobile hotspot, the patron’s use of the equipment is available under the following terms and conditions.

In order to borrow a hotspot, patrons must be 18 years of age or older and have a library card in good standing. At the time of checkout, the borrowing patron must present their library card and staff will confirm, in the presence of the borrowing patron, that all items are present in the hotspot kit. The patron must sign the Library’s Hotspot Agreement before a hotspot can be checked out. Only one hotspot may be borrowed on a patron’s account at any one time. The loan period for the hotspot is 14 days with no grace period and no renewals.

Hotspots are available on a first-come, first-served basis. The Library will not accept holds on the hotspot.

Overdue hotspots will be deactivated at closing on the day the hotspot is due. Overdue fines will accrue at \$1.00 per day up to the maximum replacement cost of the hotspot. Hotspots must be returned directly to a Library staff member, who will verify that all components of the hotspot are accounted for before checking it in from the borrowing patron’s account. The hotspot will not be considered returned until all components of the hotspot are returned.

By borrowing and initiating use of the Library’s hotspot, the user agrees to abide by the Library’s policies and rules, and agrees to hold the Library and its agents harmless from any and all claims, losses, damages, obligations, or liabilities, directly or indirectly, relating to the use of the Library’s hotspot and internet access provided by the Library. Deliberate altering of any files or modifying the configuration of Library-owned equipment is strictly prohibited.

Hotspots must be kept in a temperature-controlled environment (not left in vehicles or in extreme temperatures).

Parents/guardians are responsible for the use of the hotspot by minors.

Internet service relies on cell tower technology and coverage. Service outside the continental United States is prohibited. User experience can vary based on location. The Library is not responsible for personal information shared over the internet or for information or websites accessed. The Library is not responsible for any liability, damages, or expense resulting from the use of the hotspot.

Unlawful use of the internet or use that violates the Library's *Internet, Wireless Internet, and Hotspot Use Policy* is prohibited and may result in the loss of privileges.

Approved by the Clinton Community Library Board of Trustees on March 9, 2015.

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