



## FCDL Internet Orientation

### Procedures for Internet Accessibility and Use

Internet access is provided via the Ohio Public Library Information Network (OPLIN). This is a project funded by the state of Ohio with the purpose of expanding the electronic library resources available to its citizens. **You must agree to the following rules to be able to use this service.**

1. The Internet is a global entity with a highly diverse user population. Library customers use it at their own risk. As with other library materials, it is the customer or the parent or legal guardian of minor children who assumes responsibility for supervising access to Internet resources in the Library.
2. Computers are normally available, subject to periodic maintenance, during library hours. The staff will assist whenever possible but cannot provide individual training on computer use or accessing the Internet.
3. To access computers for the Internet, you must present your FCDL library card in good standing, and agree to comply with library procedures. When a library card is issued to a minor, a parent or guardian must sign a FCDL Parental Consent for Internet Access for Under Age 18. This consent allows the parent to choose one of five levels of filtering which range from no Internet Access to open access. The access level may only be changed in person by the parent/guardian of record up until the child's 18th birthday. Adults also have the option of restricting their own level of filtering for Internet access.
4. Out-of-town visitors to our libraries may obtain temporary computer access for up to seven consecutive days. A photo ID will be required to obtain a visitors pass each day. After the seven days, customers will need to apply for a FCDL library card. A visitor pass may not be used in lieu of a customer's current FCDL library account access.
5. Patrons whose fines and/or fees have been turned over to Unique Management for collection will have their Internet privileges suspended until such time that restitution is made to the Fairfield County District Library.
6. Everyone is allowed a minimum of one hour of uninterrupted computer use. When all computers are in use and others are waiting, you are subject to being "bumped-off" anytime after that one hour. Each customer may have up to a maximum of three (3) hours per day of computer time. No more than two (2) people may use any workstation at one time.

7. Adults who visit the library with children have the sole responsibility to supervise their children while they visit the library. At the main library, adults with children may access the internet either on the lower level or in Youth Services. (In Youth Services, children have priority use of all workstations.) If a child needs your attention, library staff will give an adult a reasonable amount of time to handle their child's needs. If the adult does not respond to the child, library staff may intervene and the adult's computer time will be terminated for the remainder of the library visit.
8. Children who are 17 years old and younger must use the workstations reserved for them in the Youth Services area of the main library and at the branches unless they are sitting with a parent or guardian and said parent or guardian is doing the searching. Proof of guardianship or parental status may be requested. Except for adults accompanied by their child, library customers who are 18 years and older must use the workstations reserved for them in the Adult Services area of the main library and the branches.
9. You may not always be able to go to the places on the Internet that you would like to visit. The reason may be that the host server is down, that Internet traffic issues are denying services, or that FCDL connection may be down due to technical difficulties.
10. You may use computers at FCDL for educational, informational, and recreational purposes only. You may not use the computers for unauthorized, illegal or unethical purposes. You may not send, receive, or display text or graphics which may reasonably be construed as obscene by any local, state, or federal laws. If you are observed by library staff to be accessing inappropriate material as defined herein, your Internet access at the library may be permanently refused. FCDL reserves the right to terminate any user's Internet session which it deems inappropriate.
11. Misrepresenting yourself as another user; attempting to modify or gain access to files, passwords, or data belonging to others; seeking unauthorized access to any computer system; or damaging or altering software components of any network or database will result in Internet access privileges being revoked.
12. Misuse of FCDL equipment or failure to follow FCDL procedures for accessing the Internet will result in permanent loss of computer privileges.
13. You may not use FCDL computers to solicit funds. You may not conduct activities in support of a for-profit business.
14. If you choose to use library Internet computers for commercial transactions where you are providing personal information such as credit card numbers, names, addresses and etc., you are agreeing to accept all of the risks associated with placing this information on the Internet. The library will not be responsible for lack of time or loss of your data if you are attempting to complete forms which might require more than 30 minutes; by way of example, but not limited to, the completion of personal income tax forms.

15. You cannot install executable files on library computers. These files usually have an extension of .exe.
16. Customers may download information from the Internet to their own diskettes, flash drives or to their own email accounts. Users should not expect library staff to do this for them nor to know the specifics of how particular email accounts work. With the exception of word processing, a user may not download or save anything to the hard drive of any library workstation. All hard drives are cleared regularly. The library is not responsible for the loss of any files or data temporarily saved to its equipment or left behind by a customer.
17. The library requires the use of headphones/earbuds unless all sound is muted. For sanitary reasons, customers using library workstations should provide their own headphones. Earbuds will be available for purchase at each library location. Headphones/earbuds left behind will become a part of a community supply for customers to use at their own discretion while supplies last.
18. Printing of information is available at .20 per copy. You are responsible for all pages generated. Refunds will be given only when equipment malfunctions.
19. New FCDL cardholders will receive a copy of these procedures.