

**HELEN M. PLUM MEMORIAL LIBRARY**  
**INTERNET ACCEPTABLE USE RULES**  
**August 28, 2008**

**WHAT IS OFFERED:**

The Library offers use of the World Wide Web, and the ability to print onto paper and download files onto a disc. The Library sells blank discs for \$1.00 each.

The Library does not offer e-mail accounts.

The Library has nine Internet workstations in Adult Services, and two in Youth Services, that can be reserved. The Library has three Express workstations in Adult Services that are first come, first served.

**RULES FOR USE:**

Anyone wishing to use the Internet must agree to the Library's Internet Policy and Internet Acceptable Use Rules. Copies are available when you start a session, on the Library's home page and in print form at each public service desk and near each Internet workstation.

All patrons who want to use the Internet will, upon seeing the welcome screen, read the rules and click to agree to abide by them.

No more than two patrons may use one workstation at a time. Anyone under 18 must have parental agreement to use the workstations.

No one under 18 may use the Internet express stations in Adult Services.

Users must clear the screen after finishing the session.

The Plum Memorial Library requires that Library patrons using electronic information networks such as the Internet do so within the guidelines of acceptable use. The following activities are unacceptable:

use of electronic information networks for any purpose which results in the harassment of other users, other patrons or staff.

destruction of, damage to, or unauthorized alteration of the Library's computer equipment, software, or network security procedures

use of electronic information networks in any way which violates a Federal, State or local law. It is a violation of the Village of Lombard Code, Chapter 132, Offenses Against Morals, to "exhibit ... anything obscene".

use of electronic information networks in any way which violates the U.S. Copyright Law

use of electronic information networks in any way which violates licensing and payment agreements between the Plum Memorial Library and network/database providers

unauthorized duplication of copy protected software or violation of software license agreements

violation of system security

behaving in a manner that is disruptive to other users, including but not limited to overuse of computer equipment which serves to deny access to other users

use of the Internet workstations by presenting someone else's Library card

Violation of any aspect of either the Internet Policy or the Internet Acceptable Use Rules will result in immediate termination of the session. Repeated violations will result in a loss of the ability to reserve or use any workstation for one month.

### **ROLE OF STAFF ASSISTANCE AND TRAINING:**

Users should have a basic familiarity with Internet use through Windows software. The determination of patron's skill level is at the discretion of the Librarian. Librarians will provide help if time permits for patrons who don't have a basic familiarity with Internet use. If they cannot provide assistance they will direct the patron to an Internet class on the subjects of the use of Windows and the mouse, and basic Internet searching.

Free online tutorials are available on the Internet which patrons may use during his or her time on the Internet.

Staff provide limited assistance but cannot offer in-depth personal training on Internet operations or personal computer skills. Staff may, however, be able to offer searching suggestions and to answer questions. Circulating and reference materials are available to users on the use of computers and on the use of the World Wide Web.

### **PHYSICAL ARRANGEMENT:**

The workstations will be near the reference desks.

Headphones must be used for sites that produce sound.

### **TIME LIMITS AND RESERVATIONS:**

Reservations are available to Plum Library cardholders who have a PIN number.

Reservations can be made up to seven days in advance, and must be made at the reservation workstation in the Library.

Reservations may not be made by telephone.

Reservations can be made for up to one hour at a time, to a total of two hours a day, in fifteen minute increments.

An individual may remain on the workstation until someone else wants to use it for up to two hours, depending on availability.

If a person arrives more than 10 minutes late after his or her reserved time, s/he will lose the reservation.

Patrons will be able to use the workstations until the Library closes.

**PRINTING:**

The charge for printing is ten cents per page for either color or black/white prints.

**OTHER SOFTWARE:**

Personal software may not be used on the workstations.