

Clear Lake Public Library

Internet Use Policy

Purpose: The Clear Lake Public Library Board of Trustees establishes this Internet Use Policy to ensure appropriate use of Internet resources.

1. The Clear Lake Public Library is committed to providing access to informational, educational, professional, cultural, and recreational resources for all library users. The Library provides free access to the Internet through public computer workstations. Unrestricted free wireless service is also available in the library during open hours and outside the building during open hours and some closed hours. Please be aware that the Library's wireless network is open and unsecure.
2. Library staff will assist patrons with Internet use as time permits but cannot necessarily offer individual personal instruction. Library staff may not be familiar with every application that a patron might wish to use and since there are many different Internet applications available, staff cannot provide complete technical support.
3. Access to the Internet is available to all patrons, however, this service may be restricted at any time for use not consistent with the guidelines established in this policy.
4. The Clear Lake Public Library does not use filtering devices to control information accessed through the Internet, nor does the library bear responsibility for its content. The Clear Lake Public Library assumes no responsibility for the use of the Internet by children. Parents or Legal Guardians of minor children must assume responsibility for their children's use of the Library's Internet service. As with all library materials, programs and services, the restriction of a child's access to the Internet is the responsibility of the parent or legal guardian. Library staff presume that unattended children under 18 years of age have parental or legal guardian permission to use library resources, including the Internet.
5. The Clear Lake Public Library Board and staff expect that all use of electronic information resources such as the Internet will be responsible and ethical, consistent with the purpose for which these resources are provided. This includes:
 - Using resources for informational, educational, professional, cultural, and recreational purposes only; not for unauthorized, illegal, or unethical purposes.
 - Respecting the privacy of others by not misrepresenting oneself as another user, by not attempting to modify or gain access to files, passwords, or data belonging to others, by not seeking unauthorized access to any computer system, or damaging or altering software components of any network or database.
 - Further respecting the privacy of others using public access workstations at Clear Lake Public Library by not interfering with their use.

- Making only authorized copies of copyrighted or licensed software or data. U.S. Copyright Law (Title 17, U.S. Code) prohibits the unauthorized reproduction or distribution of copyrighted materials, except as permitted by principles of fair use. Users may not copy or distribute electronic materials (including electronic mail, text, images, programs or data) without the explicit permission of the copyright holder. Any responsibility for any consequences of copyright infringement lies with the users; the Clear Lake Public Library expressly disclaims any liability or responsibility from such use.
 - Not sending, receiving, or displaying text or graphics which may reasonably be construed by Library staff as offensive to the public.
 - Not making unauthorized changes to the setup or configuration of the software or hardware.
 - Not using the Library's Internet connection for the purpose of solicitation, advertisement, or for any other commercial purposes.
6. Downloading of copyrighted or licensed software or data is allowed onto user's personal devices but not to the library computer hard drive. While the public computers are protected from viruses by current virus protection software, complete safety from viruses and other hacker related issues cannot be guaranteed. The Library cannot ensure that data or files downloaded by users are virus free. The Library assumes no liability for any loss or damage to users' data or devices, nor for any personal damage or injury whatsoever incurred as a result of using the Library's electronic resource. This includes, but is not limited to, damage or injury sustained from invasions of a user's privacy.
 7. Users may use the Internet for the receipt and transmission of electronic mail (e-mail). The Library does not provide e-mail accounts. The Library is unable to manage e-mail accounts for any organizations or individuals.
 8. It is not possible for Library staff to control specific information people may locate on the Internet. Just as libraries do not vouch for or endorse the viewpoints of written material in their collections, they do not do so for electronic information.
 9. Internet use is offered in thirty (30) minute sessions. Phone reservations are acceptable. If there is no patron waiting for the service at the end of a session, the user can continue until another patron requests the service.
 10. Patrons should be aware that the inappropriate use of electronic information resources can be a violation of local, state, and federal laws and can lead to prosecution. Misuse or abuse of the Library computers or failure to follow this policy may result in the suspension of Internet access privileges, a ban from the library and/or legal prosecution.
 11. Any damage to equipment including, but not limited to computer, printer, scanner, mouse, or surge protector will be charged to the patron.

This Internet Policy supersedes all previous policies.

Approved on July 11, 2023 by the Clear Lake Public Library Board of Trustees