

## INTERNET ACCEPTABLE USE POLICY

**EPL Mission:** To connect, engage, and inspire all with intellectual and creative opportunities. We shall further this mission by offering Internet access through the Ohio Public Library Information Network (OPLIN). We endorse intellectual freedom as stated in the American Library Association's *Access to Electronic Information Services and Networks*.

The Elyria Public Library, in keeping with its mission, provides public Internet access via its network and public workstations to all users. This service may be used to access any resource, engage in any communication, or conduct any activity available on the Internet provided such activity can be done with standard web browsers, with these exceptions:

- You may not send, receive, or display text or graphics that may reasonably be construed as obscene.
- You may not use this resource for any illegal purpose.
- You may not in any way alter, reconfigure, or damage the public workstations of the Elyria Public Library.
- You may not modify or gain access to files, passwords, or data belonging to others. This includes seeking unauthorized access to any computer system or damaging or altering software components of any network, host server, or database.

Because this is a public resource, the rights of others must be respected and therefore:

- Access to the public workstations will be on a first-come, first-served basis.
- Users with a valid library card will get a minimum of 60 minutes or until closing. Time may be expanded if no others are awaiting use.
- Cellphone conversations at the public workstations should be kept to a minimum.
- Users must use headphones to listen to audio content at the workstations. The volume must be kept at a level that does not disturb other users.
- Users must be considerate of others using the library and the public workstations by regulating their behavior and what they access online to ensure that they do not interfere with others' enjoyment of the library and its resources.
- To protect the privacy and undisturbed use of OPLIN by all patrons, only one user is permitted at a computer at one time. Exceptions must be approved by library staff and will be based on the genuine need of the user (minor with parent supervising, patron with disabilities, etc.)
- Minors are to use public workstations on children's side first. Adults must use public workstations on adult side. However, exceptions may be approved by library staff for a patron to use either side depending on the circumstances.
- A guest pass is available for any user that does not have a library card from Elyria Public Library.

In order to prevent viruses, protect the integrity of our workstations, and ensure that workstations will serve the greatest number of people, we ask that the following guidelines be observed:

- Do not install software of any kind or download any plug-ins without prior approval from library staff.
- Do not save or download files except to a USB drive or other external device.

- Take precautions to protect private information by logging out of email accounts and other online resources before leaving a workstation.

## DISCLAIMERS

- Parents, guardians, and other caregivers are responsible for their child's use of the Internet. The library and its staff do not assume parental responsibility for a child using the Internet. The library supports the right and responsibility of parents to monitor the use of the Internet of their own children.
- Use of the public workstations and/or the Internet at the Elyria Public Library implies a reasonable level of competency on the part of the user. The library staff can help in the use of its technology as time and resources permit.
- All users of the services offered by the Elyria Public Library agree to hold the Elyria Public Library and the Ohio Public Library Information Network (OPLIN) harmless from all claims, losses, damages, obligations or liabilities, directly or indirectly relating to the use of its computers, network and Internet service. In no event shall the Elyria Public Library have any liability for lost profits for indirect, special, punitive or consequential damages or any liability to any third party that may arise from the use of its computers, network or Internet services, even if the Elyria Public Library or OPLIN is advised of the possibility of such damages. The Elyria Public Library is not responsible for damage to a patron's removable media or computer, or for any loss of data, damage, or liability that may occur from patron use of the library's computers and network.

**Misuse of the Library's internet or its public workstations may result in the loss of internet and computing privileges.**

### Policy Revisions

Because Internet matters change rapidly, community user needs may change, and Library staff experience may show a need for revisions to this Internet Acceptable Use Policy, the Board of Trustees hereby authorizes the Library Director to make revisions to this policy, which shall go into effect for the Elyria Public Library System, upon being posted prominently.

- Adopted 1/13/03, Amended 10/9/2006, 3/29/2011, 5/9/2011, 3/9/2012, 5/30/2024, 5/13/2024