

COMPUTER POLICY

All users of the Library's computer services are expected to comply with the following:

1. In all aspects of computer usage, a user shall respect the open and public environment of the Library.
2. A user shall not alter, remove, or damage computer hardware, software, or computer settings/configurations.
3. For children ages 12 to 17, a parent or guardian shall complete a library card application and choose to allow access for their children to the computer services of the Library. Completion of library card application represents agreement with the Library's Library and Computer Mission Statement. The child's library card will signify acknowledgement of parental consent and a parent or guardian need not be present in the Library for computer privileges to be extended on a filtered workstation.
4. Children 12-17 must present a valid library card to sign up to use a computer for Internet. Their use of the Internet will be limited to a filtered workstation. Youth will be blocked from disclosing personal information.
5. Children under the age of 12 must be accompanied by a parent or guardian to utilize the Library's computer services.
6. All users shall follow the Posted Procedures for Computer Usage required by the Library. Failure to do so will result in the forfeiture of computer privileges.
7. The library's computer policies are CIPA (Child Internet Protection Act) compliant.
8. The Library also provides wireless access to patrons. Patrons using this service are also required to comply with the Library's computer use policies. The Library is not responsible for the security of wireless usage.

The Computer Services Policy is drafted and presented by the Library in accordance with the Library's Library and Computer Mission Statement.

Trenton Veterans Memorial Library Posted Procedure for Computer Usage

1. Patrons are required to sign in for use of Library computers and furnish a valid Library Card. Patron sign-in represents full agreement with the policies and procedures concerning computer services as posted in the Library.

2. Minor children and young adults ages 12-17 are required to present a valid library card at the time of sign-in. The Library will not accept any other form of identification from minors.
3. Children under the age of 12 will be accompanied by a parent/guardian to utilize the Library's computer services.
4. Patrons are required to report any workstation difficulties to the Library staff.
5. Patrons are limited to 2 hours of computer time when necessitated by public demand.
6. Printing from the Library's computers is available at a posted charge. This charge represents costs associated for paper and toner cartridges as provided by the Library.
7. Wireless service is available inside the library. The library is not responsible for the security of items using the wireless network or transmissions on the system. Patrons are able to use the service at their own risk.

The Library staff will assist patrons with the Internet and personal computer use as time and knowledge permits. Books concerning the Internet, personal computers, and word processing are available for patron use. Patrons needing in-depth assistance are encouraged to consult the Library staff as to the availability of specific training classes and workshops.

Trenton Veterans Memorial Library Library and Computer Mission Statement

The Trenton Veterans Memorial Library offers access to the Internet and public access computer workstations in an effort to meet the informational, educational, and recreational needs of our patrons.

Use of the Library's computers allows patrons to access a vast variety of resources including the online catalog, remote databases, and individual web sites on the Internet. The Library also provides patron access for purposes of word processing and creation of original documents by library users.

It is important for library patrons to understand that the Internet is an unregulated medium. The Internet contains a wide variety of materials and opinions from varied points of view. The Internet does not always provide accurate, complete, or current information. It is possible to access information which may be personally offensive or disturbing to patrons. Computer filtering software is provided but may not always be able to block all inappropriate or offensive material, **Future developments in electronic information retrieval and the Internet will be continually sought for the protection of patrons and/or children and may result in revision of Library policies and procedures at anytime and without advance notice.**

The Library provides computer access based on the following principles:

1. The Trenton Veterans Memorial Library does not monitor or assume responsibility for the accuracy or content of information retrieved over the Internet or any electronic resources.
2. Individual users shall accept responsibility for determining the suitability of the content of the Internet or electronic resources.
3. The responsibility for children's access to all library materials and resources is their parents or legal guardians. This being so, children's access to the Internet and electronic resources is also the sole responsibility of the child's parent or guardian.
4. The Library is not responsible for inadvertent exposure to minors or adults of potentially offensive material accessed by computer users on library equipment.
5. Internet and electronic resource communications are not secure and the Library is not responsible for the privacy of electronic communications.

The Trenton Library Advisory Board supports the American Library Association's Library Bill of Rights and the policies of the American Library Association and Michigan Library Association as they apply to electronic information resources. Copies of pertinent documents from these associations are available in the Library.