Internet

Napoleon Public Library Internet Policy

In order to ensure equal access for all, the Board of Trustees has approved the following policy.

Introduction:

Integral to the mission of the Library is the provision of meeting the information needs of the diverse population in Henry County. The Library endeavors to develop collections, resources, and services to meet these needs. It is within this context that the Napoleon Public Library offers access to the Internet via the Ohio Public Library Information Network (OPLIN).

Disclaimer:

It is understood by the users of OPLIN and the Internet that most of the information available is not generated by the Napoleon Public Library or OPLIN. The Library, through OPLIN, provides access to reference databases of general and special periodical materials, readers' advisory services, homework centers to assist students with research assignments, and legislative, historical, and archival materials and information.

Information available through OPLIN and the Internet is not warranted by the Napoleon Public Library or OPLIN to be accurate, authoritative, factual or complete. The availability of networked information via the Napoleon Public Library does not constitute any endorsement or ratification of that information. The Napoleon Public Library and OPLIN are not responsible for the content of networked information available. The use of OPLIN and the Internet to engage in any activity, which constitutes violation of local, state, and/or federal laws, is strictly prohibited.

All users of this service agree to hold the Napoleon Public Library and OPLIN harmless from any and all claims, losses, damages, obligations, or liabilities directly or indirectly relating to the use of OPLIN and the Internet, caused thereby or arising there from. In no event shall the Napoleon Public Library or OPLIN have any liability for lost profits or for indirect, special, punitive, or consequential damages or any liability to any third party, even if the Napoleon Public Library or OPLIN is advised of the possibility of such damage.

Guidelines for Use:

Access to the Internet is a privilege, not a right. Access entails responsibility; therefore, all users must read and comply with the Internet Guidelines.

1. Adults 18 and over are prompted to read the guidelines and "Accept" or "Decline" upon signing in. Access will be denied if the patron chooses "Decline."
2. Parents/Guardians of children under 18 must sign a policy agreement if they wish to permit their children to use the Internet. The Parent/Guardian must sign the agreement at the library. Children under the age of 10 are permitted to use only the computers in the Children's Department.
3. All Internet users are expected to read through this policy in its entirety.
4. Users need to have a valid library card with less than $5.00 in fines and fees. The patron will enter their library card number and PIN at the computer station of their choice.
5. "Temporary visitors" may use the Internet. They simply need ask for a Guest Pass at the Circulation Desk.
6. Use of the computer is by first come, first served, and non-reservable basis. One person per computer station unless a parent/child combination. Terminals are numbered.
7. Users may be on the Internet for 2 hours. If no one else is waiting the time may be extended. If all of the terminals are in use, the patron who has been online the longest will be notified that their time may no longer be extended -- unless a terminal becomes available before then.
8. You may not send, receive, or display text or graphics, which may reasonably be construed as obscene. The Internet computer will be used for educational, informational, and recreational purposes.
9. Email is permitted on all computer terminals but the library does not provide email accounts.
10. You agree to indemnify and hold Napoleon Public Library, McClure Community Library, and Florida Public Library harmless for any claim or demand, that may be made by any third party due to or arising out of your conduct in connection with any use of the library's Internet service and electronic information resources, your provision of content, your violation of this Policy, or any other violation of rights of another person or party.
11. Patrons are not allowed to access the Control Panel or delete the history of any computer. They may not seek unauthorized access to any computer system or damage or alter software components of any network or database.

12. Respect the privacy of others by not misrepresenting yourself as another user, by not attempting to modify or gain access to files, passwords, or data belonging to others.
13. You must be respectful of the patrons around you.
14. The Internet stations cannot be accessed 15 minutes before the library closes. Internet stations will be shut down 15 minutes before the library closes. Patrons are not to turn off monitors or towers at any time.
15. The Napoleon Public Library is not responsible for damage to a patron's USB drive, computer, or for any loss of data, damage, or liability that may occur from patron use of the library's computers.
16. There will be a charge of 25 cents per page for all information printed from the Internet computers. Please ask one of the staff to help you print only the pages you want.
17. You may not always be able to go to the places on the Internet you want to visit. The reason may be: too many visitors using the host computer, the database or resources are limited to a particular institution; the host is unavailable due to technical difficulties.
18. Misuse of the computer or Internet access will result in loss of your computer privileges. Examples of unacceptable uses include, but are not limited to the following:

- Harassment of other users, staff, or other library patrons
- Libeling or slandering other users
- Destruction of or damage to equipment, software, or data belonging to the Library or other users
- Installing programs not already available
- Changing screen saver, wall paper, or homepage
- Disruption or unauthorized monitoring of electronic communication
- Unauthorized copying of copyright-protected materials
- Violation of computer system security
- Unauthorized use of computer accounts, access codes, or network identification numbers assigned to others
- Violation of software license agreements
- Violation of network usage policies and regulations
- Violation of another user's privacy

20. If you are found to be in violation of any of the Internet Access Guidelines, any or all of the following actions may be taken by the Library Staff and/or Director

- Your session may be interrupted by a staff member with a verbal warning.

If you have received a verbal warning and are found to be in violation of any of the Internet Access Guidelines, the 1st Internet Incident Report Form will be written up:

- You may lose your Internet access and/or library privileges for a week.

If you are found to be in violation of any Internet Access Guidelines and a 2nd Internet Incident Report Form is written up:

- You may lose your Internet access and/or library privileges for up to 30 days.

If you are found to be in violation of any Internet Access Guidelines and a 3rd Internet Incident Report Form is written up:

- You may lose your Internet access and/or library privileges permanently.

21. Users responsible for damage or destruction of the library's equipment, software or data will be held liable by the library for all costs incurred in replacing the equipment, software and data, and restoring the system to its former configuration.
22. Library Staff assistance: We will be glad to help you in accessing the Internet and try to offer searching suggestions and answer questions. However, individual staff members cannot commit to helping patrons with extensive searches or offer in-depth training due to the time involved away from the Main Library Desk and their other duties.