Computer, Equipment, and Internet Use Policy

The Itasca Community Library (ICL), in accordance with its mission statement, offers access to electronic information, software packages, special equipment, services, and networks as part of its mission to meet the cultural, educational, informational, and recreational needs of the community.

The purpose of this policy is to ensure that those using these information resources will do so with respect for this public property and recognize the rights of others using these resources.

ICL reserves the right to terminate a patron's use of any electronic resource at any time. Violating this policy may result in suspension or loss of privileges according to the Patron Conduct Policy. Any illegal activity involving the use of ICL computers, including the internet, will be subject to prosecution by the appropriate authorities.

Prohibited Uses

The library expressly prohibits the following uses of the library's public computers, networks, and other electronic resources:

- Illegal use, including, but not limited to, transmitting material that is unlawful, harassing, libelous, abusive, threatening, harmful, vulgar, obscene, or otherwise inappropriate.
- Displaying any picture, image, graphic image file, or other visual depiction in violation of the Children's Internet Protection Act.
- Exhibiting images, sounds, or messages in a way that is disruptive or harassing to other library users.
- Use of the library's resources as a staging ground to gain unauthorized access to the library's networks or computer systems or to any other network or computer system.
- Use that obstructs the work of others by consuming large amounts of system resources, such as bandwidth, or by deliberately crashing any library computer system.
- Attempting to damage computers, equipment, or software.
- Attempts to alter software configurations.

ICL does not actively monitor internet use, has no control over the information accessed through the internet, and is not responsible for any internet content. ICL does not guarantee the accuracy, completeness, or credibility of any site. ICL cannot protect users from information and images they may find offensive or disturbing.

ICL uses filtering software on all public access computers. Filtering software does not guarantee the appropriateness of sites on the internet for any age group. Anyone age 17 or older who wishes to view a blocked site may request that staff disable the filtering software.

No data can be permanently stored on a computer's hard drive. Users may download files and other materials to their own personal storage device(s). All data should be saved on the user's

own storage device before the user leaves the library. ICL is not responsible for any loss or damage to personal storage devices.

The library reserves the right to delete information on the hard drive. Users are financially responsible for any damage resulting from misuse of the equipment or software. Users may not alter or attach any personal equipment other than storage devices to the library's hardware. Users may not bring their own software for use in the library and may not add their software to the library's system.

ICL is not responsible for any commercial transactions conducted by patrons on library equipment. Users are responsible for respecting copyright laws and licensing agreements and for payment of fees for any fee-based service. ICL is not responsible for any damages, direct or indirect, which users may incur from their connection to and use of the internet.

ICL is not responsible for any information lost while using the library's resources. Public computer shutdown is automated and cannot be delayed.

Although there is anti-virus software installed on the library's computers, this will not completely protect users from the chance of downloading a virus. The library assumes no responsibility for data loss or damage to software belonging to users.

The library reserves the right to request a photo ID and to hold that identification while patrons are using a library resource. Acceptable forms of identification include a driver's license, school ID, state or government issued ID or passport. ICL staff will assist patrons with electronic resources as time permits and in accordance with the ICL Reference Policy.

Print, Copy, Fax, and Scanning Services

The Itasca Community Library offers print, copy, fax, and scan services. Users are not permitted to use their own paper to print or copy. The library is not responsible for errors due to poor image quality, problems on the receiving end, incorrect fax numbers or other related problems. The library offers print, Copy, Fax, and Scanning Services at no cost up to a daily limit determined by library staff. After the daily limit is exceeded, the services are offered for a per-page fee.

Die Cutter Services

Use of the die cutter is limited to ICL patrons only.

Itasca Community Library reserves the right to refuse requests that are:

- Obscene or otherwise inappropriate for the library environment
- Violate of intellectual property rights
- Otherwise violate library policy

The library cannot guarantee project quality, satisfaction, equipment availability or stability, confidentiality of design, or specific delivery times. Project or equipment limits may be applied when necessary.

Confidentiality and Security of Electronic Information

ICL abides by Illinois Statute 75 ILCS 70, "Library Records Confidentiality Act." The library is committed to protecting the confidentiality and privacy of its users. However, users are primarily responsible for their own privacy and can take the following steps to protect themselves:

- Users should protect their passwords and PINs. Users should create passwords that are difficult to guess and change them regularly. This information should not be written down or shared with others. Library staff cannot save user's personal information.
- Users should be cautious about giving out personal information over the internet.
- Users should be aware that electronic transactions and files sent over the internet could become public.
- Log out of all accounts or lock the station before leaving a computer. Any information left on the screen is available to anyone that can access it.

Access by Minors

Parents or legal guardians, not ICL staff, are solely responsible for deciding what resources, including but not limited to the internet, computers, and other library electronic devices, are appropriate for the minor(s) under their care.

Parents or legal guardians, not ICL staff, are solely responsible for ensuring that the minor(s) under their care abide by the rules set forth herein.

In compliance with the Children's Internet Protection Act (CIPA), ICL takes additional protection measures specific to the safety of minors who use the internet:

- ICL uses filtering software on all public access computers and its wireless network intended to protect children from accessing visual depictions which, in accordance with applicable laws, are obscene and/or child pornography and/or harmful to minors.
- For reference, "harmful to minors" means any picture, image, graphic image file, or other visual depiction that a) taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion; b) depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals; and c) taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors.

- ICL encourages parents or legal guardians to decide if accessing and using electronic email, chat rooms, and other forms of direct electronic communications is appropriate for the minor(s) under their care.
- ICL encourages parents or legal guardians to educate the minor(s) under their care in best practices for safely communicating with others through internet resources.
- ICL prohibits the unauthorized disclosure, use, and dissemination of personal information regarding minors, and encourages parents or legal guardians to warn the minor(s) under their care of the inherent dangers of disclosing or disseminating personally identifiable information, including but not limited to their home address, phone number(s), or the location of their school.

Approved 4/14/2026