

Lansing Public Library Computer/Internet Use Policy - Revised and Adopted September 2008

Lansing Public Library provides **filtered** internet access to any Lansing Public Library Cardholder and registered reciprocal borrowers in good standing. Good standing means a card is not expired and the patron does not owe the library \$2 or more.

Persons under the age of 18 must be registered by a parent or legal guardian to use a computer. **NOTE:** Catalog access is available to anyone.

All computer users must sign the computer agreement card.

REQUIRED ID

Non-card holders with the proper ID may obtain a guest reservation. Non-card holders must present a photo-id to prove they are over age 18. Non-card holders under 18 without a parent may not use a computer.

A valid library card must be displayed while using a computer. If a guest reservation is used, the reservation slip must be displayed.

RESERVATIONS

Only the person registered may use a computer.

The workstations are limited to one user at a time, except for special circumstances with staff approval.

Library users must use the computer assigned by the reservation system. Abuse of the reservation system can result in loss of privileges.

GENERAL USE

The Library may not be held responsible for any outcomes resulting from using the Internet or using information found on the Internet. The Library may not be held responsible for the content of any site accessed on the Internet.

The Internet is public. There is no guarantee of privacy or security in any activity involving its use.

Files saved on the hard drive will be deleted.

All computers run at the same speed. The library is not responsible for busy internet traffic.

PROHIBITED ACTIVITY

Introduction of computer viruses to the system or the Internet are liable to legal action, including all costs incurred by the Library as a result of that activity.

Spamming, harassment of any type, or any other illegal activity are strictly prohibited.

No one may interfere in any way with another person's use of the computer. Library staff may supervise and may interrupt computer use if the policy is being violated or abused. Computer use cannot disrupt other patrons or staff. **Please remember, this includes cell phone use. Cell phones must be used in the designated areas.**

Failure to abide by the Library's Rules and Policies may result in suspension of computer privileges, and may result in legal action.

SPECIAL NOTE TO PARENTS AND CAREGIVERS

Parents/caregivers are to supervise young children at all times, including while using computers. Parents/caregivers may be required to end their computer session to deal with children in their charge.

Parents/caregivers accompanying children are responsible for assisting in use of recreational websites and explaining internet game rules.

Wireless Internet Use

Library users with a laptop or other wireless device can access the Internet via the Lansing Library's filtered wireless connection.

Library users must provide their own computer with a wireless network card.

Users are responsible for setting up their own equipment. Library staff members are not permitted to provide direct assistance configuring laptops.

Printing is not accessible via the wireless network.

The library's wireless network is not secure. Information sent from or to your laptop can be captured by anyone with a wireless device and the appropriate software.

Users are responsible for virus protection, personal firewall, and other measures to protect the information on their laptop. The library is not responsible for any loss of information or damage to your laptop that might result from using the wireless network.

Fees Associated with Use of Lansing Public Library Computers

Adopted September 24, 2009

Effective October 1, 2009

Revised May 2011

Lansing Public Library cardholders may use library computers for no charge provided that they bring their library card with them. **Patrons must have their library cards to avoid a charge.** Only the cardholder may use his or her card for this or any other library purpose.

If a Lansing Library cardholder/resident does not have their card and still wishes to use a computer the fee is **\$1.00** per session.

Any visitor not from Lansing, Illinois who resides in the state of Illinois or Indiana will be assessed a fee of **\$2.00** per session. We reserve the right to charge any patron from out of the area the **\$2.00** fee if the library deems it necessary.

All patrons are responsible for any printing fees.

***Please note that a session is a minimum of 60 minutes and that an individual may extend time as long as there is not someone with a reservation waiting to use that computer for a total maximum 180 minutes (3 hours) per day. Anyone may pay for another session if they so desire but may not exceed 180 minutes (3 hours) per day.

***Computers are logged off 15 minutes before closing time. This may make for a shortened session should you choose to make a reservation at the end of the business day.

Please note if a Lansing Library Cardholder owes the library \$2.00 or more they will be prohibited from using the computers until that amount is brought under \$2.00. This applies to anyone who has a card from another area library as well.

Lansing Public Library Debit Card and Photo ID Library Card/Debit Cards Revised May 2011



In order to manage all the printing tasks done at the library computers, Lansing Library has installed printing management software that is designed to be self-service for library users. **This system uses your Photo ID Library Card.**

The cards have a scannable barcode which will allow you to place monetary value on the card you can use to:

- *make Internet printouts
- *pay fines and library charges

You may add value to the card at the reservation stations or at the circulation desks on the upper or lower level.

There is no charge for a new card. We do charge \$5.00 to replace a lost card. Value added to a lost Photo ID Library Card/Debit Card can be replaced.

1. **Print from the internet, the library catalog, or online resources.** When you request a printout, the printing software will display the number of pages and the cost. The default is to print black & white. **BLACK & WHITE COMPUTER PRINTOUTS cost 10¢ per page, COLOR COMPUTER PRINTOUTS cost 25¢ per page.** The software will require you to acknowledge your request for a printout.
2. If you just click on the printer icon, the printout will be in black and white. **To select color printing, DO NOT USE the printer icon shortcut.** You will have to use the File menu, select Print, and select the color printer. When you request a printout, the printing software will display the number of pages and the cost. The software will require you to acknowledge your request for a printout.
3. **Go to the printer paystation station in the computer area.** There is a separate printer station upstairs and downstairs. Choose pay for my print jobs, scan your card and select the jobs you wish to print.

4. **Double-click on your print job.** You will be told again the total number of pages and the total cost. Pay with funds stored on your card, or insert currency into the coin box.
5. Your cost will be deducted from your account or cash balance and your print job will be printed.