



ELECTRONIC ACCESS POLICY

POLICY STATEMENT:

The Rock Island Public Library provides computers for public use, allowing access to the library's catalog, subscription online resources, Microsoft Office software, early literacy stations, and the Internet. Wireless access to the Internet is also available.

Disclaimer: The Rock Island Public Library is not responsible for the content of the Internet or any of its subscribed databases. This includes changes in content of library-linked sources. Availability of information does not constitute endorsement.

PROCEDURES:

Internet Computers:

- Patrons must have a valid library card or photo ID in order to use the library's internet computers.
- Patrons log onto internet computers by using their library card number and last name.
- Staff will issue a computer guest pass for out-of-area visitors to Rock Island, with photo ID.
- Local patrons that are eligible for a library card, either through the PrairieCat consortium or via an intergovernmental reciprocal borrowing agreement, must have a library card from their home library to use the computers.
- If a patron forgot his/her library card and wants to use the Internet computer, staff may issue either a replacement card using the most current fee schedule, or issue a guest pass up to three (3) times per patron, per year, with photo ID.
- Staff will track the number of guest passes used by valid cardholders by putting a note in the patron record with the date of issue, where issued, and employee initials.
- Guest passes will not be tracked for cardholders if computer system is not working properly.

Wireless Access:

- The library's wireless network is available for anyone with a personal device capable of connecting wirelessly.
- The user must accept the "connect to the Internet" page to get connected to wireless network.

Violation of library computer policy regulations may result in loss of access to library computer resources. Disciplinary actions will be handled the following way:

- Library staff will warn the patron of violation and request they end their session.
- If patron ignores staff, the session will be ended for the patron by the staff.

- The Reference Director will be notified.
- A note will be placed in the patron's record. After a second offense, or if the first offense is severe, the patron will be blocked from access to the Internet computers via the PC Reservation software.
- When illegal material is accessed, either on library hardware or personal hardware via the wireless network, library staff will call the police.

REGULATIONS:

- Patrons must use their own library card to sign on to the internet.
- The library catalog and literacy computers do not require login.
- The library early literacy computers are available for ages two (2) through six (6).
- The AWE Edge literacy stations are available for ages six (6) through fourteen (14).
- Patrons with \$5.00 or more in charges on their library card will be blocked from Internet usage, until the fines/fees are paid below that amount.
- Library computers should not be used for unlawful activities, including, but not limited to:
 - Harassment of, libeling, or slandering others
 - Accessing obscene, unlawful, and/or inappropriate content
 - Destruction of, damage to, or unauthorized access and/or alteration of the library's computer equipment, software, or network.
 - Use of electronic information networks that in any way violates a city, state, or federal law.
 - Use of electronic information networks that in any way violate licensing and payment agreements between the library and network/database providers.
 - Illegally using copyrighted material.
- The library reserves the right to end or extend a computer session at any time for any reason.
- Internet computers in the children's room are available only to children and/or caregivers of children using the children's room.

GUIDELINES:

- Computers are available on a first-come, first-served basis.
- Time on the Internet computers may be extended for up to 30 minutes at the discretion of library staff.
- The library upholds the right and responsibility of parents and legal guardians to determine and monitor their children's use of the library computers.
- Librarians will be available to answer basic computer questions, but cannot provide in-depth computer training.
- Patrons must understand how to configure their own devices in order to access the library's wireless network.
- The wireless network is an open, unsecured network. There is no guarantee that it will be available.

- The library cannot accept liability for any risk taken by patrons who choose to connect their personal device to the wireless network.
- The library is not responsible for any damage or loss of data arising from using library hardware or software.
- Only computer equipment and software owned by the library and previously installed may be used on the library's computers, with the exception of patron-owned flash drives.
- Patrons wanting to save files or other data should bring an appropriate storage device, or purchase a USB flash drive at the public service desk.
- No personal programs can be downloaded, and no personal files or programs can be saved to the library's computers or network.
- Adding, deleting, or modifying already installed hardware or software is not permitted.
- Printing is available. Cost is \$0.25 per page, and is only available in black and white.
- The library does not provide email addresses.
- Patrons are discouraged from accessing or sending personal information, such as credit card numbers, banking information, or social security numbers using the library's computers.
- Privacy on the library's computers is not guaranteed.

POLICY STATEMENT REVISED: APRIL 2013

BOARD APPROVED: 5/21/2013

REVISED & APPROVED: 4/19/2016

REVISED & APPROVED: 4/18/2017

PROCEDURES REVISED: 12/13/2017



MOBILE HOT SPOT POLICY

POLICY STATEMENT:

In order to provide access to online resources and enhance its existing collection in size and depth, the Rock Island Public Library offers mobile hotspots as part of its circulating collection.

PROCEDURES:

- Hotspots are shelved behind the Circulation Desk at all three library locations.
- Patrons ask to check out a Hotspot from the Circulation staff.
- Staff will verify that the patron does not already have a Hotspot checked out.
- Staff will fill out the Hotspot paperwork, initial, then have the patron read through the rules and sign the paperwork.
- Paperwork will be stored in the same place where the Hotspot is stored, in place of the Hotspot case.
- When the Hotspot is returned, staff will check that it is in full working condition. If so, the item will be checked in, and the paperwork will be shredded within 48 hours of return.
- Library staff will immediately disconnect service on the first day Hotspot is overdue.
- If Hotspot is more than 30 days overdue, the Director of Circulation, or designee, will file a police report.

REGULATIONS:

Hotspots:

- Are available for checkout to patrons 18 and older.
- Circulate for 7 days.
- Cannot be reserved or renewed.
- Can only be circulated to one individual/household at a time.
- Mobile Hotspots must be returned to the Rock Island Public Library building and public service desk from which it was checked out.
- Item may not be returned in an outside or inside book drop, or placed on the desk.

Patrons must wait 48 hours before checking out again.

Daily late fees are \$5.00 per day.

There is up to a \$200 fee for damaged/lost Hotspots.

Full Hotspot Kit replacement costs are included in the Circulation Policy Fee Appendix.

GUIDELINES:

Reactivation and/or replacement costs will be billed to patron of record.

Individuals returning a hotspot for another patron cannot immediately check it out at return.

Library staff will gladly answer questions regarding the Hotspots, but cannot hook up a Hotspot on a patron's personal property/device.

The Library cannot be held liable for any damage incurred to personal devices when using a circulating Mobile Hotspot.

BOARD APPROVED:

6/20/2017

REVISED:

8/15/2017



HOTSPOT PATRON AGREEMENT FORM

HOTSPOT # _____ DATE DUE: _____ DATE RETURNED: _____

LIBRARY CARD NUMBER: _____ HOTSPOT KIT BARCODE: _____

MOBILE HOTSPOT RULES OF USE:

Hotspots

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I understand and agree to these rules of use. _____
initials

By signing this form you are stating that you are responsible for returning ALL items associated with the circulating Mobile Hotspot. If items are not returned, you are responsible for payment of all items.

Name (please print) _____

Signature _____

Pieces inspected/check-out _____
staff initials

Pieces inspected/check-in _____
staff initials