



Computer & Internet Use Policy

1. Public Access to the Internet

The Geneva Public Library (“the Library”) provides public access to the Internet as one resource to fulfill the Library’s [mission](#). The Internet expands the scope of information available at the Library. It is, however, an unregulated medium that changes constantly and unpredictably. The Library is not responsible for the quality or accuracy of information found on the Internet. Users are responsible for evaluating information received via the Internet.

1.1 Access to Library Computers

Adult patrons will have access to computers on the second floor of the Library. Youth patrons (age 17 and under) have access to computers on the ground floor. Laptops are available at the ground floor desk for parents/guardians who are supervising their children on the ground floor.

Patrons can use their library card to access a computer or obtain a guest pass from a Library service desk.

Patrons can only use their own library card to access the Library’s computers. Use of another individual’s library card may result in confiscation of the card or in removal of the violating patron’s access to Library computers.

Parents/guardians are responsible for determining whether their child can use a Library computer. They are encouraged to discuss computer safety precautions with their children.

The Pioneer Library System (PLS) provides content filtering to ensure its libraries are in compliance with the Children’s Internet Protection Act (CIPA).

1.2 Availability

Availability of Library computers, excluding the Library’s microfilm computer, is on a first-come first-served basis and there are no reservations. Patrons must call the Reference Desk if they wish to reserve the microfilm computer.

If someone is waiting to use a computer station on the second floor, use is limited to 60 minutes per session. Additional 15-minute extensions will be allowed when no one is waiting to use a computer. Youth computer sessions are limited to 90 minutes per day.

All computers will be automatically turned off approximately ten minutes before the Library closes. Each computer receives an automated warning message prior to this shut down.

1.3 Acceptable Computer Use

All patrons using the Library’s computers must agree to the Library’s policies and rules.

No more than two people are allowed at a single computer at a time; staff reserves the right to deny

computer users from using a second chair reserved for a different computer station. Both individuals will be held accountable for any damages or rule infractions.

Patrons are not permitted to make any changes to the computer's configuration. Patrons may save files to a computer but assume responsibility for the content and privacy of said files. Any files saved to the computer will be lost once the computer is shut down at the end of the patron's session. Library staff are authorized to delete any patron files, including documents, photos, videos, and music files, during routine maintenance of Library computers.

1.4 Staff Assistance

Library staff are trained to provide limited assistance on the public computers and patrons' personal devices, and will assist patrons as time allows. Library staff can help patrons configure their devices to the best of their ability with the understanding that any changes may void applicable insurances or warranties. The Library assumes no responsibility for damage, theft, or loss of any kind to a patron's equipment, software, data files, or other personal property brought into or used at the Library's facilities.

Only Library staff can install new software onto the public access computers as needed by users. Acceptable software is determined by the staff member.

Users should immediately report any problems with equipment to staff.

1.5 Monitoring

The Library reserves the right to monitor a patron's use of a Library computer for compliance with this policy. If patrons are seen or reported to be viewing potentially offensive or illegal material, as defined under section 2.2 of this policy, the Library reserves the right to digitally monitor patron use of Library computers.

Library employees may produce a screenshot of a Library computer for evidential purposes if a Library employee has a reasonable suspicion that a patron is using the computer in violation of Library policy. Any record of a patron's use, including a screenshot, shall be retained following the guidelines of the [Records Retention and Removal Policy](#). By accepting this policy prior to using a Library computer, a patron is consenting to potential monitoring of the patron's use of the Library computer (including screenshots).

2. Suspension of Computer and/or Library Privileges

The patron is held responsible for his/her activity on the Internet.

Patrons who do not follow these rules may be prohibited from using computers or other Library equipment, have their Library privileges suspended, be banned from the Library, and/or be prosecuted for illegal activities, as per the Library's [Safety Policy](#).

2.1 Rights of Patrons

The Library's computer terminals are located in public areas that are shared with Library staff and patrons of all ages, backgrounds, and sensibilities. Individuals are expected to consider this diversity and respect the rights of others when accessing potentially offensive information or images.

The Internet is not a secure medium and all transactions, files, and communications may be subject to unauthorized access by third parties. It is the Library's usual practice to erase all patron computer records, except those essential for Library business operations. If required by law, the Library will release records, including those relating to Internet usage, as outlined in the [Request for Confidential Library Records](#)

Policy.

When a computer session ends, all information about that session is deleted within the capacity of the Library's resources. The Library does not, as part of its regular practice, retrieve any information, including websites visited, passwords, credit card numbers, or any other information a patron has entered while using a Library computer.

2.2 Illegal Activities

Use of the Internet for activities that violate local, state, or federal laws is prohibited. This includes, but is not limited to, activities such as viewing child pornography, committing fraud, hacking, unauthorized access, or spreading libel or slander.

Patrons may only make copies allowable by copyright laws or licensed software agreements. Library staff will not assist patrons with the copying or downloading of content protected by copyright law, including but not limited to software, music, movies, and video games. The Library is not responsible for policing patron adherence to copyright laws or software agreements.

3. Wireless Internet (Wi-Fi) Access

The Library offers free wireless internet (Wi-Fi) access for use with laptop computers, smartphones, tablets, and other wireless devices.

Wi-Fi is available during the Library's normal operating hours. The Library cannot guarantee that the Wi-Fi will be available at any specific time.

While the Library's content filtering software applies to Wi-Fi usage, the public Wi-Fi network is accessible for all ages without restriction.

The Library assumes no responsibility for any alterations or interference with a device's configuration, operation, or data files resulting from connection to the Library's Wi-Fi network. Virus and security protection is the patron's responsibility.

Patrons are not permitted to use Library Wi-Fi for illegal or time-consuming commercial purposes, or for purposes that infringe on other patrons' access to equal bandwidth.

4. Policy Amendments

This policy may be amended by the Board of Trustees ("the Board") at any time. The Library reserves the right to suspend or modify the limits noted in this policy in advance of a vote by the Board to account for responses to emergencies or system-wide policy or technical changes outside of our control. Such modifications will be communicated to patrons via [the Library's website](#).

Adopted by the Board of Trustees: March 30, 2006

Amended by the Board of Trustees: 11/28/2012, 10/29/2014, 4/27/2016, 4/26/2017, 10/04/2017, 10/25/2017, 4/25/2018, 4/29/2019, 12/23/2020, 12/22/2021