

Hinsdale Public Library

Computer and Internet Use Policy

Purpose

The Hinsdale Public Library (HPL) Board of Trustees has established the following policy to guide the provision of access to public computers (including laptops, tablets, and related devices) and the internet to HPL patrons. The Board's intent is to provide access that fairly and effectively serves the diverse needs of the residents of the Village of Hinsdale. Offering free public access to the Internet is consistent with HPL's mission to support lifelong learning. HPL's policy in this regard reflects the principles articulated in the following statements by the American Library Association:

- [Library Bill of Rights](#)
- [Access to Digital Information, Services and Networks](#)
- [Freedom To Read Statement](#)

Internet Access

HPL provides its patrons with free, unfiltered access to the internet via public computers, its wireless network, and circulating devices.

Patrons using the internet at HPL or on Library-issued devices agree to the conditions of the Internet User Agreement (appended). Failure to comply with the terms of the User Agreement may result in the loss of computer privileges and, in the case of damage to HPL's equipment or criminal activity, fines and/or legal action.

Internet access at HPL is unfiltered, and children under 14 years of age must have permission from their legal guardian before accessing the internet from HPL's public computers. Guardians may agree to the terms of the Internet Permission Statement when their child is issued a card, at any time after that, or by giving oral permission each time their child wishes to use the Internet. By granting permission for a child to access the internet at HPL, guardians agree that the child's use of the internet is subject to the terms and conditions of HPL's Internet User Agreement (appended).

Desktop computers

Computers are available on a first-come, first-served basis to all patrons holding a valid HPL card, an active library card from another SWAN library, or guest pass. Computers may be reserved in advance by HPL cardholders. Time limits or other restrictions may be put in place at HPL's discretion.

Public computers with internet access are offered in the Adult Services area for use by patrons middle-school-aged and above. Minors under 14 must have Internet Permission.

A computer is also available in the Digital Media Lab and is available to adult HPL cardholders and minors who are middle-school-aged and above. Minors under 14 must

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have Internet Permission. Children in grade school or below may use the room with a parent or guardian present at all times.

Library-Provided Tablets

Library-provided tablets for in-house use have preloaded apps, but do not have browsing internet access. All patrons checking out tablets for in-library use agree to the following:

- A. Borrowers must have a valid Hinsdale Public Library card.
- B. Tablets are available on a first-come, first-served basis. They cannot be reserved ahead of time.
- C. Patrons may only check out one device at a time.
- D. In-Library Use devices are for use in the Hinsdale Public Library only. If the devices are taken out of HPL building, they will be considered missing and the Police Department may be notified of a theft.
- E. Items must be returned to the desk from which they were borrowed at least 10 minutes before closing.
- F. No software may be installed on or copied from devices borrowed from HPL.
- G. Any files or applications saved to the device will be deleted upon check-in of the laptop or tablet. Patrons may purchase portable storage devices at the Patron Services desk.
- H. Patrons must use devices in accordance with the Hinsdale Public Library Computer and Internet Use Policy, [Behavior Policy](#), and [Social Media Policy](#).
- I. The cardholder is responsible for the device and any accessories checked out with it. Any damage or loss of the device or accessories, including accidental damage, will result in the cardholder being charged for the cost of repairs, parts, or replacements.

Circulating Technology Devices

- A. Circulating technology devices, such as laptops, tablets, streaming media devices, and eReaders may be checked out by HPL cardholders 18 and over.
- B. Circulating technology may have or enable internet access. All internet access on HPL devices is governed by the terms of HPL's Internet User Agreement (appended).
- B. Patrons may only have one internet hotspot checked out at a time.
- C. Internet hotspots may only be used in the continental United States. Any charges accrued as the result of misuse will be the responsibility of the patron.
- D. Long overdue items may be disabled remotely.
- E. No software or other content may be installed on or copied from devices borrowed from HPL.
- F. HPL cannot control the content on externally curated platforms (eg, Netflix).
- G. Any files or applications saved to the device will be deleted upon check-in of the device.

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- H. The cardholder is responsible for the device and any accessories checked out with it. Any damage to the device or accessories, including accidental damage, will result in the cardholder being charged for the cost of repairs, parts, or replacements.

Appeal Process

Residents are welcome to discuss their concerns about HPL's computers, circulating technology, and internet access with appropriate staff or the Executive Director. If that discussion does not adequately resolve the resident's concern, the resident may make a formal appeal using the following process.

Process

- Resident submits a written request for reconsideration to the Executive Director.
- The Executive Director reviews the request with the appropriate department manager.
- The Executive Director replies to the resident with their decision whether or not to alter or remove the display.

Appeal

- To appeal a decision made by the Executive Director, a resident may submit a request to the President of the Board of Library Trustees via letter or email.
- The Library Board or appointed subcommittee will convene to review the request and make a recommendation to the Library Board.
- Following a vote by the Library Board, the Executive Director or Board President will contact the resident with the Board's decision.

The Board aims to resolve all resident issues in a timely manner.

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Hinsdale Public Library Board of Trustees

Approved and Adopted by Library Board on March 24, 1998.

Revised 10/25/05, 2/23/2010, 06/19/2012, 08/25/2015, 9/26/17, 8/20/19, 1/25/22, 9/24/24.

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Internet User Agreement

To use the Internet at the Hinsdale Public Library, the user agrees to the following:

- Users under the age of 14 must have permission from a parent or guardian to use the Internet on one of HPL's public computers.
- The user recognizes that HPL cannot be held responsible for content on the Internet.
- The user must obey local, state and federal laws including, but not limited to, copyright, fraud, obscenity and privacy.
- Internet service will not be used in any way that harasses others, that violates HPL's security system, or that violates licensing agreements.
- Personal usage will not disrupt others, including but not limited to the display of offensive audio or visual material, at the sole discretion of Library staff.
- The user will not damage or alter HPL's equipment, software or network.
- The user will not fraudulently use another's library card or identification to sign up for Internet usage or loan their card or identification to another for such use.
- The user acknowledges that, in order to ensure equal access for all users, bandwidth limitations may be implemented on an ongoing and as-needed basis.

Failure to abide by this agreement may result in suspension of Internet and Library privileges and possible criminal/legal action.

HPL staff is responsible for administering this policy. Criminal activity will be reported to the appropriate authorities immediately.

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Internet Permission Statement for Children Under 14

To allow children under 14 to use the Internet at the Hinsdale Public Library, the guardian agrees to the following:

- I give permission for my child to access the Internet at the Hinsdale Public Library.
- I understand that HPL has no control over the content of the Internet and that HPL does not employ any filtering software, and I shall not hold HPL responsible for what my child views on the Internet.
- I accept full responsibility for supervising my child's use of the Internet and for my child's use of the Internet in accordance with HPL's Internet User Agreement.