



LAKE COUNTY
BOARD OF COUNTY COMMISSIONERS
County Policy

**Title: LAKE COUNTY LIBRARY SYSTEM
INTERNET ACCESS POLICY**

Number: LCC-45
Cancels: LCC-45, dated
June 18, 2002
Approved: October 5, 2010

I. OBJECTIVE

This document constitutes system-wide policy for public access to the Internet using equipment owned and administered by the Lake County Board of County Commissioners on behalf of the Lake County Library System.

II. DEFINITIONS AND REFERENCES

- A. Member Libraries – Libraries which meet the “Guidelines and Minimum Standards for Public Libraries Entering the County Library System,” Lake County Policy Number LCC-7; and which through their local governing bodies, have entered into an Interlocal Agreement with Lake County to provide library service to the residents of Lake County.
- B. Branch Libraries – Libraries which are funded and operated solely by Lake County Board of County Commissioners to provide library service to its residents and fall under the Library Services Division of the Department of Public Resources.
- C. Lake County Library System – A public library cooperative made up of the Lake County Library Services Division unit, its branches and member libraries.
- D. Internet Blocking Measure – A specific technology that blocks Internet access.

III. DIRECTIVES

- A. The Lake County Library System is pleased to bring Internet access to the residents of Lake County and believes that the Internet offers vast, diverse and unique resources to patrons. Computerized access to information has become an integral part of many library activities. The library plays a unique role in promoting intellectual freedom and serves as a point of voluntary access to information and ideas.
- B. Acceptable Use – Acceptable use includes Internet access supporting the instructional, cultural, social, and recreational information needs of the patron. Access to the Internet may only be used for legal purposes. Acceptable and unacceptable use criteria extends to use of e-mail and interactive messaging programs such as chat rooms. Text, graphics, or other files retrieved for research purposes may be viewed on screen, saved to personal media, or printed.

- C. Parental Responsibility – Parents or legal guardians of minor children are responsible for their children’s use of the Internet through the Library’s connection. Parents and legal guardians are encouraged to read *Child Safety on the Information Highway* and adopt *My Rules for Online Safety* for their children. Both documents are incorporated in the policy as “Attachment A” and in the Internet Policy posted on the Lake County Library System website; reprinted and distributed with permission of the National Center for Missing and Exploited Children.
- D. Wireless Internet Access – The Lake County Library System provides free wireless Internet access for the user’s personal laptop computer. Users must have a wireless enabled laptop. Service instructions include:
1. Users need to supply and configure their own equipment. Lake County Library System libraries do not check out wireless cards or PDAs.
 2. Printing and software programs are not available through the wireless connection.
 3. Library staff cannot provide instruction or assist with setting up the equipment.
 4. As with most public wireless “hot spots”, the wireless connections at the libraries are not secure. User’s information is not protected while using the wireless connection unless they are connected to a web page that employs encryption. The user is responsible for the security of their files or laptop.
 5. This Internet Use Policy applies to wireless use also.
 6. The Lake County Library System libraries do not guarantee the availability of electrical outlets for public use.
 7. Users may not connect equipment directly to the Library System’s computer network.
 8. The number of Users who may connect to the wireless access at any one time may be restricted.
- E. The Lake County Library System uses Internet blocking measures. As the law requires, the library will provide unfiltered Internet access to persons 17 or older who request it for research or any other lawful purpose.
- F. Unacceptable Use – Examples of unacceptable purposes include, but are not limited to, the following:
1. Destruction of, or damage to, equipment, software, or data belonging to the library or other users;
 2. Disruption or unauthorized monitoring of electronic communications;
 3. Unauthorized access, including “hacking”;

4. Any display of images, sounds or text to intentionally create an atmosphere of discomfort or harassment for others;
 5. Unlawful activities including, but not limited to, access of visual depictions that are obscene, child pornography – or with respect to the use of computers with Internet access by minors – harmful to minors.
 6. Unauthorized reproduction or dissemination of copyright-protected material;
 7. Unauthorized disclosure, use, and dissemination of personal information regarding minors.
 8. Using library card numbers, computer accounts, access codes, or network identification codes assigned to others.
- G. Sanctions – Violators of the Internet Access Policy may be subject to discipline. Illegal acts involving Library computing resources may also be subject to prosecution by local, state, or federal authorities. Standards of library behavior extend to Internet use and are governed by *Lake County Policy LCC-34: Patron Guidelines Governing the Use of the Lake County Library System Libraries*. Use of library computers to access the Internet constitutes agreement to abide by this policy.
- H. Disclaimer – Since the Internet is a global electronic network not under the control of the Lake County Library System, the Library System cannot regulate the nature of content of the information accessed. Not all sources on the Internet provide accurate, complete, or current information. Users need to be good information consumers, questioning the validity of the information. Internet searchers are responsible for defining the constraints of the search. The availability of information via the Lake County Library System's Internet service does not constitute endorsement of the content of that information by the Lake County Library System.
- The Lake County Library System makes no warranties of any kind, whether express or implied, for the Internet service it is providing. The Lake County Library System assumes no responsibility for any damages, direct or indirect, arising from the use of its WWW server or from its connections to other Internet services. The Lake County Library System and its Libraries shall not be held accountable for the accuracy or quality of information retrieved via the Internet.
- I. The Lake County Library System does not provide electronic mail accounts for patrons.
 - J. Member and Branch Libraries within the Lake County Library System shall be responsible for developing procedures to implement this policy and may establish additional procedures to prevent overuse of connect time, printing facilities or processing capacity.
 - K. Member Libraries shall be responsible for setting policy and procedures for public access to the Internet provided that access is using equipment owned and administered by the Member Library.

- L. Most Member and Branch libraries limit the time users may use the computers in the libraries. To access the internet at these libraries, the user must use his or her own library card number or guest pass number.
- M. The Lake County Library System shall not disclose personally identifiable information about library users except for the purposes of recovering overdue items and fines or to law enforcement authorities as required by law.
- N. This policy shall be available for distribution to patrons on the Lake County Library System Web Page, www.mylakelibrary.org

IV. RESERVATION OF AUTHORITY

The authority to issue or revise this Policy is reserved to the Lake County Board of County Commissioners.



Welton G. Cadwell
Chairman, Board of County Commissioners
Lake County