

## Computer and Internet Policy

### **Revision Control**

- *Adopted by the LPLD Board February 23, 2004*
- *Revision Approved by LPLD Board October 21, 2010*
- *Revision Approved by LPLD Board February 19, 2015*
- *Revision Approved by LPLD Board March 22, 2021*
- *Revision Approved by LPLD Board September 18, 2023*
- *Revision Approved by LPLD Board February 23, 2026*

### **I. PRIMARY SERVICE GOALS**

The Lincolnwood Public Library District provides access to public computers, the internet, and other electronic resources which help fulfill its mission to foster lifelong learning. In offering this access, the Library Board considers providing free access that fairly and effectively serves the diverse needs of patrons to be of primary importance.

### **II. INTERNET ACCESS & USE**

The Lincolnwood Public Library provides patrons with free access to the internet via public computers and the wireless network. The Library's provision of internet access does not mean nor imply that the Library endorses, sponsors, or agrees with any content, commentary, or viewpoint found online. Any use of Library computers, equipment, or networks that is illegal, endangers Library property, or intrudes upon or disregards the rights of other users is unacceptable and will result in loss of privileges and possible legal action. Users will be held financially responsible for any damage caused by vandalism to or willful destruction of the Library's computer network or any component thereof. Examples of unacceptable uses include, but are not limited to:

- Hacking
- Fraud
- Conducting illegal activity or accessing illegal materials or sites.
- Harassing another user or violating another user's privacy.
- Attempting to install or run outside software or equipment on or through Library computers or through the Library's internet connection.
- Violating computer system security.
- Violating copyright or software licensing agreements
- Tampering with computer hardware or software.
- Permanently storing data to anything other than an external storage device.
- Using another individual's identity and authorization to gain access to a computer, or knowingly enabling someone else to do so.

By using Library computers, equipment, and networks, patrons acknowledge their activity is subject to compliance with this Policy. All users are expected to comply with the Library Board's Behavior Policy, which states: "Any behavior that jeopardizes the safety of those using the Library and its grounds, hinders easy access to or departure from the Library building or grounds, unreasonably infringes on the use and enjoyment of the Library by others, interferes with Library operations or the ability of staff to do their work, or endangers library property, is prohibited."

### **III. AVAILABLE COMPUTERS**

Desktop computers are available to the public in two areas:

Adult Services computers are for use by adults and teens

Youth Services computers are for use by children and adults accompanying children

Laptop computers:

Laptops are available at the Adult Services desk. They can be checked out for use in the Library by Lincolnwood Library cardholders in good standing. Laptops are checked out for four hours, and cannot be removed from the Library building.

### **IV. CHILDREN'S ACCESS TO THE INTERNET**

The Library supports the right of all individuals to access electronic resources, consistent with the Collection Development policy, and will not deny access on the basis of age. The Library recognizes that the internet includes material that may be deemed inappropriate for children. Parents or legal guardians assume responsibility for deciding which Library resources, including internet sites, are appropriate for their children, and for monitoring their children's use of the Library and the resources it makes available.

### **V. CONFIDENTIALITY AND SECURITY OF INFORMATION**

In accordance with Library policies, and consistent with state and federal laws, the Library protects users' rights to privacy and the confidentiality of their library records. To the extent possible, the Library avoids collecting or maintaining records that could compromise the privacy of users. The Library will not release a patron's internet usage records except as may be required by law.

The Library does not guarantee the privacy or security of any online transaction. Additionally, computers are located in open, public spaces in the Library, and each user should exercise caution when using the internet to avoid unauthorized disclosure, use or dissemination of personal information.

## **VI. MAC COMPUTER USE**

The two Library Mac Mini computers are available to residents for up to four hours, to non-residents for up to two hours, and guest pass users for up to two hours. Patrons using these computers need to move any content they create to their own storage devices or move it by uploading it to an online account of their choosing. Content left on these computers will be deleted.

These computers are intended for media creation uses such as editing photos, digitizing personal recordings from vinyl albums or cassette tapes, digitizing VHS home movies, authoring CDs and DVDs, etc. Patrons who want to use the Mac Mini computers for creative and specialized media projects may be given priority.

## **VII. ARTIFICIAL INTELLIGENCE TOOLS**

Artificial intelligence (“AI”) technologies have the potential to enhance Library patron experience while using Library computers, equipment, and networks. However, the use of AI also presents unique privacy and security concerns. The Library encourages patrons to learn more about AI tools that may be available through the internet and other resources in order to exercise judgment while using these tools.