



Center Line Public Library Department Policy

Subject: Internet Use Policy

Number: 730-2014-001

Effective Date: February 1, 2014

1.0 Purpose

The Center Line Public Library offers access to the Internet as an informational, educational and recreational resource for its patrons. The Internet is a vast, ever-changing global network providing a wide range of information and data from around the world. Some of the information might not be available in any other format, at an affordable price, or in a timely manner. For example, daily stock quotes, printable state and federal tax forms, local sport and concert arena information, and homework help sites for students are available via the Internet.

Due to the size, scope, and rapidity of changes on the Internet, some information may be outdated, incorrect, or biased. The Library encourages the critical evaluation of all information found.

The Library has a limited number of public computers available to serve the community. This policy helps to regulate more equitable access to the computers.

2.0 Scope

This policy affects every library visitor accessing the Library's Internet on either a wireless or land connection on Library computers, personal computers, or mobile devices.

3.0 Policy

- 3.1 Viewing, displaying, or transmitting obscene or sexually explicit matter that is harmful to minors is not permitted. According to the City of Center Line Ordinance Sec 46-236 and 46-237, viewing or displaying pornographic material that is visible in a public space is unlawful.
- 3.2 It is each user's responsibility to use the Internet responsibly. If the user is a minor, it is the responsibility of the minor's parent or legal guardian to ensure the minor uses the Internet responsibly.
- 3.3 Users are advised to be cautious in transmitting personal information over the Internet, and should check the privacy policy of each site (typically located at the bottom of their main page).

- 3.4 No more than two individuals may sit at a computer terminal at any time.
- 3.5 No patron may alter the computer hardware, monitor, or software of any Library computer in any way including unplugging any equipment.

4.0 Definitions

- 4.1 **Banned:** not allowed to enter the Library.
- 4.2 **Barred:** Status of the library account which means the account is blocked for a reason other than overdue fines.
- 4.3 **Borrowing/library privileges:** The ability to borrow materials, use the public computers, access the Internet, or use a library card to access any database or ebook collection online.
- 4.4 **City:** City of Center Line, Michigan.
- 4.5 **Computer time limits:** Each initial session is 30 minutes long. Sessions may be extended by 10 minutes as long as no one else is waiting for a computer up to a maximum time period of 2 hours per day for library card holders. Time will not be extended for guest pass users due to the limited number of public computers.
- 4.6 **Disseminate:** In relation to pornography as defined by the City of Center Line is to manufacture, issue, publish, sell, lend, distribute, transmit, broadcast, exhibit or present material or to offer or agree to do the same, or to have in one's possession with intent to do the same.
- 4.7 **Guest Pass:** Temporary pass issued for computer use that is good for one computer session.
- 4.8 **Good standing:** The library record is not in Blocked status due to unpaid overdue fines or fees, or in Barred status.
- 4.9 **Library:** Center Line Public Library.
- 4.10 **Library director's designee:** person left in charge of the library in absence of the library director.
- 4.11 **Obscene:** sexual in nature appealing to the prurient interest lacking artistic merit as determined by the library director or library director's designee.
- 4.12 **Overdue fines:** Fines applied to a library card when materials have been returned late.
- 4.13 **Pornography:** the City of Center Line's definition of pornography includes but is not limited to:
Prurient interest: desire or craving for sexual stimulation or gratification.
Sexual excitement: the facial expressions, movements, utterances or other response of a human male or female, whether alone or with others, whether clothed or not, who is in apparent state of reactions of humans engaging in or witnessing sexual conduct.
See Ordinances 46-236 through 46-239 for more information.
- 4.14 **Proper ID:** Driver's license, State ID, or passport that is not expired.

5.0 Responsibilities

- 5.1 It is the responsibility of the library director or the library director's designee to ensure compliance with this policy.

6.0 Procedures

6.1 Library Card Holders

- 6.1.01 Patrons using library cards issued from the Center Line Library or other Suburban Library Cooperative library will allow users to log in to the public computers using their library card number and PIN.
- 6.1.02 Library staff can only give out PIN numbers with proper ID.
- 6.1.03 Computer sessions are limited to thirty (30) minutes.
- 6.1.04 Log-ins are limited to four (4) per day.
- 6.1.05 The maximum time per day is limited to two (2) hours.
- 6.1.06 Library staff will not grant extra time beyond two (2) hours per day.
- 6.1.07 Library card holders may only use his or her own library card.

6.2 Non Library Card Holders

- 6.2.01 Patrons who are not eligible for a library card in Center Line will be directed to a library where the patron may obtain a library card.
- 6.2.02 Library visitors who are not eligible for a library card may be eligible to purchase a guest pass.
- 6.2.03 Proper ID is required to obtain a guest pass.
- 6.2.04 Every guest pass user's name and ID will be kept on file in a spreadsheet at the circulation desk.
- 6.2.05 If any fines or fees are owed to the Library or any other library in the Suburban Library Cooperative, a guest pass cannot be issued until the fine or fee is paid in full.
- 6.2.06 If the patron has violated this policy before, a guest pass will not be issued. Library staff will check the guest pass spreadsheet for any violations prior to issuing a guest pass.
- 6.2.07 The fee for a guest pass is \$1.00 each.
- 6.2.08 Computer sessions are limited to thirty (30) minutes.
- 6.2.09 Log-ins are limited to one (1) per day.
- 6.2.10 The maximum time per day is limited to thirty (30) minutes.
- 6.2.11 Library staff will not grant extra time beyond original thirty (30) minutes.
- 6.2.12 Guest passes may not be shared or given away to another person.

6.3 Minors

- 6.3.01 Children under the age of six must be accompanied at the computer terminal with a parent or legal guardian.
- 6.3.02 Children who use the Internet unsupervised may be exposed to inappropriate or disturbing information and images. Parents and legal

guardians are responsible for the information accessed by their children and are encouraged to monitor their children’s use of the Internet.

- 6.3.03 Parents and legal guardians should make children aware that adults may use Internet chat rooms or other Internet communications to attempt to make improper contacts with them. The Library utilizes software that automatically filters the Internet for users aged less than 18 years. In no way does this remove all possible harmful information or images.
- 6.3.04 Public computers are placed so that staff can monitor for compliance with the Children’s Protection Act. Through enforcement of this policy, the Library complies with MCL 397.606 and the federal Neighborhood Children’s Internet Protection Act of 2000 regarding computer access by minors.

6.4 Violations

6.4.01 Violations of section 3 of this policy will follow the chart detailed below as appropriate in Table 6.4.02.

6.4.02

Violation	Consequence
1 st	Warning
2 nd	Loss of Internet use for the day
3 rd	Loss of Internet use for one month
4 th	Loss of Internet use for one year
Continued policy violations	To be determined by the Library Director in conjunction with the City Manager, that can result in the patron losing all library privileges indefinitely.

- 6.4.03 For the 1st and 2nd violations of this policy, a library staff member will issue a verbal warning to the patron. A note will be entered into the patron’s record that states, “Verbal warning issued for a violation of the Internet Use Policy.” The date and employee’s initials will be included.
- 6.4.04 For the 3rd and subsequent violations, the consequences will be communicated to the patron in a letter from the library director. A note will also be placed in the patron’s record that states, “The patron has lost Internet use for _____(time period) for violating the Internet Use Policy. The Library Director sent a letter to the patron on _____(date).” Copies of letters sent will be kept on file in the library director’s office.
- 6.4.05 If a patron repeatedly continues to violate the Library’s policies, further action may be taken as determined by the Library Director and the City Manager, which may result in the loss of any or all library privileges.

- 6.4.06 If a patron violates this policy that is using a guest pass, the patron will not receive any further guest passes. The library staff will keep track of guest pass users who violate this policy in a spreadsheet at the circulation desk.
- 6.4.07 Any person who loses library privileges may appeal the decision with the Library Director. If the issue is not resolved, an appeal may be made to the City Manager in writing within 30 days of the loss of privileges.

7.0 Authority

- 7.1 This policy was approved by the City Manager on December 8, 2013.
- 7.2 This policy was approved by the City Council on January 6, 2014.
- 7.3 This policy was reviewed by the Library Commission on October 10, 2013.

-----**Employees are not responsible for information below this line**-----

8.0 References

- 8.1 The following references were utilized in preparation of this policy.
 - 8.1.01 City of Center Line City Policy Number 101-2012-001
 - 8.1.02 City of Center Line City Charter, Libraries, reading rooms; use, restriction, Sec. 2-221, p. CD 2:17, Code 1962, § 2-323
 - 8.1.03 City of Center Line City Charter, City Council Authority, Sec 2-222, p. CD 2:17, Code 1962, § 2-321
 - 8.1.04 City of Center Line City Ordinances, Division 5. - Pornography.
<http://library.municode.com/index.aspx?clientId=10518>
 - 8.1.05 Monroe County's Internet Service Policy
http://monroe.lib.mi.us/acceptable_use_policy.htm
 - 8.1.06 Children's Internet Protection Act
<http://www.ala.org/advocacy/sites/ala.org.advocacy/files/content/advleg/federallegislation/cipa/cipatext.pdf>

9.0 Revisions

- 9.1 This policy rescinds all previously posted policies regarding Internet Use and or Guest Passes.
- 9.2 This policy shall be reviewed every two years or as needed.