

**Public Usage of Library Electronic  
and Communication Systems****Page 1 of 3***Effective Date: 10/05  
Reviewed Date: 09/08**Policy No: 2.10*

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**Policy**

The Ela Area Public Library District provides access to various electronic information and communication systems for use by the public. These include, but are not limited to: photocopiers, fax and scanning equipment, audiovisual equipment, telephone system, wired and/or wireless computer and network resources, analog and digital storage media, the online public catalog, the circulation system, and the Internet.

All Library patrons are responsible for reading, understanding, and complying with the policies and procedures specified below. By using any of the aforementioned systems, Library patrons agree that they will comply with these policies.

**USAGE POLICIES**

Although every effort is made to protect patron privacy, no communications made by or stored in the Library's electronic or communication systems are guaranteed to be private or confidential. These systems are the property of the Ela Area Public Library District and the Library may, without prior notice, monitor its communications systems and equipment from time to time to ensure proper usage.

The Library's prohibition against sexual, racial, gender, and other forms of harassment are extended to include the use of electronic and communications systems. Offensive, harassing, vulgar, obscene, or threatening communications, as viewed in the light of local community standards, are strictly prohibited as are sexually oriented messages or images.

Patrons will not use Library electronic or communications systems for unauthorized purposes, which include but are not limited to the following:

- Any purpose that violates United States, State of Illinois or local laws
- Copying and/or using software, images, music or other intellectual property to which they have not obtained the proper rights to do so
- Using systems or equipment in any manner that intentionally disrupts, disables, or destroys data, records, files, networks, computers, business equipment, or other communication systems belonging to the Library or other individuals or organizations

**Public Usage of Library Electronic  
and Communication Systems****Page 2 of 3***Effective Date: 10/05  
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- Attempting to access data, records, files, equipment, or systems which they do not own or have not been authorized to access by the legal owner
- Using systems or equipment to send large numbers of unwanted messages to multiple individuals without an effective method for recipients to exclude themselves from such transmissions
- Attempting to install or execute software applications on Library computers that have not been approved, installed, and made accessible by Library staff
- Attempting to connect their personal equipment to any of the Library's Ethernet network ports
- Using systems or equipment in any way that Library staff deem disruptive, disturbing, objectionable, offensive, or threatening

**ADDITIONAL GUIDELINES**

The Ela Area Public Library District may establish more detailed guidelines, as needed, for specific electronic and communication systems and post them in close proximity to those devices. Such guidelines will be considered extensions of these policies and be held to have equal force.

**SANCTIONS**

If any patron engages in any of the inappropriate or prohibited acts listed above, that person shall be subject to discipline as provided in the Library's Behavior Policy for disciplinary procedures and their access privileges may be limited or revoked. If, in the opinion of Library staff, a person has violated one of these policies, that person will be instructed to discontinue use of the Library's equipment and may be asked to leave the Library altogether.

**DISCLAIMERS**

The Ela Area Public Library District makes no warranties of any kind, whether expressed or implied, for the electronic and communication systems that it is providing to the public. The Library will not be responsible for any damages suffered, including the corruption or loss of data, resulting from user error, computer error, equipment malfunction, or service interruptions. The Library denies any responsibility for the accuracy, quality, or the objectionable nature of information obtained through the Internet.

**Public Usage of Library Electronic  
and Communication Systems****Page 3 of 3***Effective Date: 10/05  
Reviewed Date: 09/08**Policy No: 2.10*

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**STAFF ASSISTANCE**

Library staff members are available at public service desks to provide limited assistance in the use of the library's computers and other technology. Staff may limit the amount of time spent assisting patrons in the use of computers and other technology in order to provide adequate support for all other library services. The level of assistance provided by a staff member may vary depending on the staff member's computer knowledge. Patrons are responsible for configuring their wireless laptops to access the library's wireless network. Patrons requiring more instruction with library computers and other technology than staff can provide are encouraged to register for regularly scheduled computer classes and/or to consult the numerous print and online resources accessible within the library for further assistance.