

APPENDIX 10A – Use of Digital Resources

Access to Digital Resources

Resources with access to digital content (including, but not limited to, websites, subscription databases, downloadable library materials, and apps) are provided by the Palatine Public Library District (the Library). Users must comply with Policy 10 (Digital Resources) and related procedures. It is the user's responsibility to review Policy 10 and Appendix 10A before using any of the Library's digital resources. The Library may revise User and Borrower Expectations as outlined in this policy at any time.

A patron's access to Library digital resources may be blocked, suspended, or terminated for reasons including, but not limited to, violation of the User Expectations, Borrower Expectations, actions that may lead to liability for the Palatine Public Library District, disruption of access to other users or networks, and violation of applicable laws or regulations.

No logins for timed sessions will be available 15 minutes prior to closing. Timed sessions will end 10-15 minutes prior to closing. Library laptops, tablets, gaming equipment, and digital media equipment must be returned 10 minutes prior to closing. Digital Media Studios must be shut down 10 minutes prior to closing.

Library staff may temporarily modify the requirements and rules outlined in this document for evaluation purposes or for special events with approval of the Executive Director or designee.

Digital Resources Available

Computer Stations – No Sign-in Required

Guest Stations are filtered, limited to 20 minutes, with no age restrictions. Guest computers are available on a first-come, first-served basis. Patrons may not extend their time. Only two persons may use the station at one time.

Catalog-Research Stations are filtered with no time or age restrictions. Only two persons may use the station at one time.

Computer Stations – Sign-in Required

Filtered Internet Stations are available to valid District, Computer Use and Program Only, and reciprocal cardholders. Use is limited to 2 hours.

Patrons may extend their time when no other user is waiting for a computer. Only two persons may use the station at one time.

Unfiltered Internet Stations are limited to valid District and Computer Use and Program Only cardholders only and for use by patrons ages 14 and up. Use is limited to 2 hours. Patrons may extend their time when no other user is waiting for a computer. Parents or legal guardians of children under age 14 may permit their child's use of the unfiltered Internet computers at the Library by submitting the Request to Permit Child's Access to Unfiltered Internet form (see Appendix 10B). Only two persons may use the station at one time.

Youth Stations are filtered and available to valid District, Computer Use and Program Only, and reciprocal cardholders ages 13 and under. Use is limited to 2 hours. Patrons may extend their time when no other user is waiting for a computer. Only two persons may use the station at one time.

Digital Media Center Stations – Sign-in Required

Digital Media Center Stations (iMac Stations and Digital Media Studios) are available by reservation (valid District and Computer Use and Program Only cardholders only) or on a first-come, first-served basis when a station or studio is available and has not been reserved. Reservations may be made up to two weeks in advance by contacting staff in the Digital Media Center. Cardholders may reserve 1 session per day, and may reserve a station or studio for up to 3 days in a Sunday-Saturday week.

iMac Stations are filtered and available to valid District and Computer Use and Program Only cardholders only and for patrons ages 11 and up. Use is limited to 3 hours. Patrons may extend their time when no other user is waiting for a computer. Patrons under the age of 11 may use these resources provided that they are accompanied by a parent or responsible adult at all times. Only two persons may use the station at one time.

Digital Media Studios are filtered and available to valid District cardholders and Computer Use and Program Only only and for patrons ages 11 and up. Use is limited to 3 hours. Patrons may extend their time when no other user is waiting for a studio. Patrons under the age of 11 may use these resources provided that they are accompanied by a parent or responsible adult at all times. A room capacity limit is posted on each studio door.

Circulating Digital Resources – In-library use only

Video Game Stations are limited to 2 hours and items may be checked out to patrons ages 11 and up. Patrons may extend their time when no

other user is waiting. At least 1 player must be a valid District cardholder. Use is not age restricted. Up to four persons may use the Video Game Stations at one time.

Tablets are filtered, limited to 2 hours, and may be checked out to valid District and reciprocal cardholders (except Computer Use and Program Only cards), ages 11 and up. Patrons may extend their time when no other user is waiting. Use is not age restricted.

Laptops are filtered, limited to 2 hours. Patrons may extend their time when no other user is waiting for a computer. Laptops may be checked out to valid District and reciprocal cardholders (except Computer Use and Program Only cards), ages 11 and up. Use is not age restricted.

Circulating Digital Resources

Digital Media Equipment is available for checkout to valid District cardholders (except Computer Use and Program Only cards), ages 11 and up. Loan periods are defined by Appendix 2B: Schedule of Loan Periods.

Additional circulating digital resources, such as eReaders and Roku, are available. Loan rules for use of these items are defined in Appendix 2B.

User Expectations

The Library will not be responsible for any damages, losses or unauthorized access which may arise in connection with a patron's use of digital resources, or from the actions of other persons, including staff.

The Library cannot assure access to all sites at any given time; sites may be busy, available only to authorized people, or otherwise unavailable.

It is the responsibility of parents or guardians to monitor their child's use of digital resources.

Use of digital resources for any type of illegal or inappropriate activity is prohibited. This includes, but is not limited to: copyright violation, threats of violence-endangerment, obscenity, child pornography, gambling, harassing communications, and attempting to install or execute unauthorized software applications.

Hacking, deliberate tampering with or damage of any library digital resources or network is strictly prohibited (see Policy 10-9).

Failure to comply with these procedures and Library Policy may result in a user's loss of Internet access privileges, library privileges and-or legal prosecution.

Additional Provisions for Wireless Users

Users must be familiar with their own devices and know how to set up wireless access. Technical support from library staff is limited.

The Library's wireless network is not secure, and the Library cannot guarantee the safety and security of Internet traffic across its wireless network. Information and files on, sent to, or sent from a user's laptop or tablet can be viewed or extracted by anyone else with the necessary equipment and/or software.

Borrower Expectations

Borrowers accept full responsibility for all digital resources while checked out to them.

Borrowers may not leave digital resources unattended for any reason or lend them to another user. Users will not tamper with the digital resources' hardware or software or attempt to load any programs onto the devices.

Borrowers are to return the portable digital resources directly to a staff member at the desk promptly at the end of the session.

Borrowers may be billed for all or partial repair-replacement costs resulting from damage or loss while digital resources are checked out to them.

(Appendix referenced in Policy 10. Approved by PPLD Board of Trustees 1-11-12; Last Revised 12-13-17, Effective 1-1-18)