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 mobile or desktop applications) 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 user expectations or borrower expectations, actions that may lead to liability for the Library, disruption of access to other users or networks, or violation of applicable laws or regulations.

No logins for timed sessions will be available 14 minutes prior to closing. Timed sessions will end 10 to15 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.

Some computer stations and digital media studios may be reserved by valid Library cardholders up to two weeks in advance by contacting staff. Cardholders may reserve one session per day and may reserve a station or studio for up to three days in a Sunday-to-Saturday week.

Digital Resources Available

Computer Stations—No Sign-in Required

Guest stations are filtered, limited to 20 minutes, and have 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, and have no time or age restrictions. Only two persons may use the station at one time.

<u>Computer Stations—Sign-in Required</u>

Filtered Internet stations are available to holders of a valid District card**,** computer use and program card, or reciprocal card. Use is limited to two 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. Certain stations are limited to patrons ages 14 and older. These stations may be reserved in advance.

Unfiltered Internet stations are limited to holders of a valid District card or computer use and program card only and for use by patrons ages 14 and older. Use is limited to two hours. Patrons may extend their time when no other user is waiting for a computer. Parents or legal guardians of children and teens ages 13 and younger 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. Only two persons may use the station at one time. These stations may be reserved in advance.

Youth stations are filtered and available to holders of a valid District card**,** computer use and program card, or reciprocal card ages 13 and younger. Use is limited to two 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. These stations may be reserved in advance.

<u>Digital Media Center Stations—Sign-in Required</u>

iMac Stations are filtered and available to holders of a valid District card, computer use and program card, or reciprocal card ages 11 and older. Use is limited to three hours. Patrons may extend their time when no other user is waiting for a computer. Patrons younger than 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. These stations may be reserved in advance.

Digital media studios are filtered and available to valid District cardholders and computer use and program cardholders ages 11 and older. Use is limited to three hours. Patrons may extend their time when no other user is waiting for a studio. Patrons younger than 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. These studios may be reserved in advance.

<u>Digital Resources—In-library use only</u>

Video game stations are limited to two hours and items may be checked out to valid District cardholders ages 11 and older. Patrons may extend their time when no other user is waiting. Use is not age restricted. Up to four persons may use the video game stations at one time.

Tablets are filtered, limited to two hours, and may be checked out to valid District and reciprocal cardholders (except computer use and program cards), ages 11 and older. Patrons may extend their time when no other user is waiting. Use is not age restricted.

Laptops are filtered and limited to two 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 cards), ages 11 and older. Use is not age restricted.

<u>Circulating Digital Resources</u>

Circulating digital resources, such as cameras, eReaders, and Rokus, are available. Loan rules for use of these items are defined in Appendix 2C.

<u>User Expectations</u>

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

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 or endangerment, obscenity, child pornography, 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 prohibited (see Policy 10-9).

Failure to comply with these procedures and Library policy may result in legal prosecution or loss of library privileges.

<u>Additional Provisions for Wireless Users</u>

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 device can be viewed or extracted by anyone else with the necessary equipment or software.

<u>Borrower Expectations</u>

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 or 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 2-13-19, Effective 3-1-19)