

## **GARY PUBLIC LIBRARY MISSION STATEMENT**

*The mission of the Gary Public Library is to strengthen and support the education, enjoyment and lifelong learning skills of our community by working to provide equal access to information, ideas and knowledge through books, programs and other resources.*

### **DISCLAIMER**

*The Gary Public Library is not responsible for the information presented on the Internet. We only provide the means to access the Internet.*

*It offers access to a wealth of material that is personally, professionally, and culturally enriching to individuals of all ages, but it also enables access to some material that may be offensive and/or illegal.*

*Internet resources are not subject to the same selection criteria which the library uses for other materials. The information found on the Internet comes from many viewpoints, and there is no guarantee that the information is accurate, complete or current. It is wise to always consider the source of the information.*

*While users are encouraged to access the Internet, the information needed maybe more easily available through the library's more traditional resources. Library staff will assist users in locating these materials.*

*As with all materials in the library, any restriction of a child's access to the Internet is the sole responsibility of the parent, guardian, or caregiver. Parents are encouraged to work with their children to develop rules for the use of the Internet.*

*The library reserves the right to take appropriate action to insure compliance with this policy. Any violation may result in the loss of access to the Internet. The library staff will monitor the use of the Internet and each terminal will keep track of all sites visited.*

## **Guidelines for Computer and Internet Use**

1. Personal computer use and Internet access are available during regular business operations.
2. Personal computer use and Internet access services end approximately thirty (30) minutes before the Library closes.
3. All Library patrons and guest user must use their Library card to register prior to use of personal computers.
4. A valid Gary Public Library card (in good standing) is required to use computers.
5. Uses of computers are based upon first-come, first-serve basis.
6. To maximize availability for the community, personal computer use for patrons are limited to two (2) sixty (60) minutes sessions per day at any Library facility. Allowances for additional time may be made at the discretion of Library management.
7. City of Gary residents without a valid GPL card must apply at the Circulation Service Department. Proper identification is required.
8. Non-Gary residents and out of town guests interested in using personal computers and Internet access may obtain a temporary GPL Guest Library card by presenting proper photo identification at the Circulation Services Department.
9. Library patrons must show a valid Gary Public Library card and non-Gary Public Library patrons may request a GPL Guest User Card to sign up for computer sessions.
10. Unauthorized use of another patron's Library card number is prohibited and subject to revoked privileges and prosecution.

## **Guidelines for Computer and Internet Use - continued**

11. Only computer equipment and software owned and previously installed by the Gary Public Library may be used on computers. Adding, deleting or modifying the installed hardware or software is prohibited.
12. Personal files of the patron or guest users will not be saved on the hard drive.
13. Patrons and guest users will be allowed to print any time during the computer session. Only paper provided by the Library may be used.
14. Patron's and guest user's documents will remain available for printing for approximately one (1) hour after the expired computer session.
15. Personal computer reservations for guest users are limited to thirty (30) minutes per day. Upon open availability, allowances for additional time may be made at the discretion of Library management.
16. Library management reserves the right to cancel reserved time for patrons and guest users in cases of failure to adhere to guidelines and policies.
17. Available Library personnel may be able to assist in the use of the computer technology resources but may not be familiar with every application and cannot provide in-depth individual training. For more information, books, materials and training may be available.
18. Personal computer use and Internet access for pre-K through eighth-grade children is restricted to designated children's services areas unless accompanied by a parental guardian. Parents should be aware of the adult patron who may view online sources not suitable for children with adult material content.
19. Multiple patrons and / or guest users are discouraged from crowding in an attempt to use one personal computer to minimize interruptions and privacy of other Library patrons seated at work stations in close proximity. One person at a time, or a pair working together (i.e., parent /child, teacher / student) will be allowed to use the same computer.
20. Software programs may not be installed on personal computers by Library patron and / or guest users. Any person who copies software programs will have library privileges revoked.
21. Software games may not be installed and / or operated on personal computers.
22. Gary Public Library does not assume responsibility for configuring equipment or troubleshooting problems for laptop computers used.
23. Patrons accessing the wireless connections via the Library must comply with guidelines.
24. Wireless Internet access provided for Library patrons and guests users with compatible computer equipment do not have print options.
25. The Library does not accept or maintain responsibility for securing personal information or communication.
26. Use of personal computer equipment is the sole responsibility of the individual Library patron and / or Guest User.
27. Laptop computers may be used in the Library at your own risk provided electrical cords do not interfere or stretch across floor and walkway.
28. Laptop computer use shall not alter the set-up of any other library equipment.
29. The Library does not maintain liability for damages and discourages patrons and guest users to refrain from leaving personal computer equipment unattended.

## Guidelines for Computer and Internet Use - continued

30. In the event of an equipment failure, Library staff shall reschedule time if allowed or offer alternative sources for information.
31. The Library is not responsible for any damage or loss of data arising from the use of equipment, programs or other library materials.

### Internet Access Statement

Gary Public Library is pleased to provide information resources through the Internet in addition to other library resources. Internet access fits the Library's mission to "strengthen and support the education, enjoyment and lifelong learning skills of our community by working to provide equal access to information, ideas and knowledge through books, programs and other resources."

The Library is unable to guarantee authenticity of accessed online information and Internet resources should be used with caution. They may contain information considered inaccurate, out of date, illegal and considered controversial or inappropriate. Internet access is available for information resources only. The Library does not provide chat software, newsgroup services or email accounts.

Personal computers designated for children with Internet access are available in all children's areas. Children are accountable for the same guidelines and standards as the adult patron in regards to appropriate use of the Internet and personal computers. Parents, guardians and caregivers are responsible for their children's use of all library materials and their children's use of the Internet. It is not within the purview of the Library to monitor access to any resource for any segment of the population.

Parental guardians are encouraged to read Child Safety on the Informational Highway. This document was produced by the National Center for Missing Children and the Interactive Services Association and can be found online at [safekids.com](http://safekids.com). It is the sole responsibility of the parental guardian to guide, their children's use of the Internet.

Use of Internet access computers to display, dissemination or view of pornographic or sexually explicit or suggestive material is prohibited.

Use of Internet access computers to view of pornographic or sexually explicit or suggestive material involving children and under age minors is prohibited by the Library and considered illegal and enforceable by the law and

subject to federal and state prosecution.

A Library patron's refusal to comply with these directives will result in prompt removal from the premises by security and responding public law enforcement officers.

Library patrons are prohibited from making unauthorized access and entry including hacking into other computational, informational or automated communication sources.

Library patrons are prohibited from engaging in harassment and / or defamation of others including the distribution of unsolicited advertisement via Internet access computers.

Library patrons are prohibited from the invasion of another user's privacy, misrepresentation of self as another user; attempts to modify or gain access to files, passwords, or data belonging to others.

Unauthorized access to other automated systems, or intentional damage or altering software components or equipment of any network or database violates our guidelines governing the use of the Library may result in prosecution. It is illegal to copy software programs protected under copyright law.

Use the Internet for any illegal activity, including violation of copyright and / or right of third parties in a manner inconsistent with the Library's tax-exempt status or its proper operation is prohibited.

The Library will enforce rules for guidelines and policies to inappropriate use of the Internet

### Usage Rules

All patrons under 18 years of age must have an Internet permission slip on file signed in person by a parent or guardian.

#### MAIN LIBRARY

**220 W. 5TH AVENUE 886-2484**  
Monday-Thursday ..... 9am-8pm  
Friday & Saturday.. ..... 9am-5pm

#### BRUNSWICK BRANCH

**4030 W. 5TH AVENUE 944-9402**  
Monday-Thursday ..... 10am-6pm  
Friday & Saturday..... noon-4pm

#### DU BOIS BRANCH

**1835 BROADWAY 886-9120**  
Monday-Thursday ..... 10am-6pm  
Friday & Saturday..... noon-4 pm

#### KENNEDY BRANCH

**3953 BROADWAY 887-8112**  
Monday-Thursday ..... noon-8pm  
Friday & Saturday ..... 10am-5pm

#### TOLLESTON BRANCH

**1113 TAFT STREET 944-3795**  
Monday ..... 10am-5pm  
Friday & Saturday ..... 10am-5pm

**Closed until further notice**

#### WOODSON BRANCH

**501 S. LAKE STREET 938-3941**  
Monday-Thursday ..... noon-8pm  
Friday & Saturday ..... 10am-5pm

# Gary Public Library Computer Usage



## Guidelines for Computer & Internet Use Policy

Updated & Revised 2009

Computer Guidelines & Internet Policy  
Adopted 2010

by the Gary Public Library Board of Trustees  
Gary, IN