

Equipment Use

EQUIPMENT USED BY PATRONS:

COMPUTERS

Bacon Library allows access to a variety of electronic resources. This includes The Library Network (TLN) online catalog, a variety of databases, and the Internet. The Internet stations also provide access to a variety of office software. No station provides support for all file types, browser plug-ins, or Internet technologies. The Library recognizes this is a dynamic environment with content that constantly changes.

- Computers may not be used with personal software.
- Only floppy discs, CDs and USB drives may be inserted into the computer. Phones, cameras, MP3 players, etc may not be plugged into the public computers.
- The library staff will assist customers in using these computers *as time permits*.
- There is a charge for printing from the computers

Bacon Library neither has control over resources offered through the Internet nor has complete knowledge of what is on the Internet. Information on the Internet may be reliable and current or may be inaccurate, out-of-date, and unavailable at times. Some content may be offensive. Library users access the Internet at their own discretion. The Internet is not governed by any entity so there are no limits or checks on the kind of information contained there. Only a user can decide on the accuracy, completeness, and currency of the content.

Users are required to adhere to and to abide by the Patron Conduct Policy when using the library computers. Patrons who engage in any illegal or prohibited behavior, including, but not limited to, copying programs, using illegal software, using another patron's library card number, sending obscene or threatening messages through the internet from a library computer, violating rules of the sites they are using, or displaying sexually explicit graphics will be denied access to the library's computers. Patrons (including minors) shall not access visual depictions that are obscene or child pornography as defined by Federal law (47 USC §254(h)(7)(E), (F)) and shall not access or view obscene matter as defined in §2 of 1984 PA 343, MCL 752.362 (PA 343).

After one warning, the offender will be denied use of the library computers that day. After a second violation of the same type, access will be denied for a month. After a third offense, the

patron will be barred from using the library computers for a year. Neither the Board of Trustees nor the library staff is responsible for illegal activities by patrons.

Use by Minors/Filtering

In accordance with Federal and State law (the Children's Internet Protection Act, 47 USC §254 and 20 USC §101, and Section 6 of the Michigan Library Privacy Act, 1982 PA 455, MCL 397.606)[*See Appendix 6.3 and 6.4*], anyone who cannot prove with written documentation that s/he is 18 or older must use a filtered internet workstation unless s/he is accompanied at the computer by his/her parent or guardian who is older than 18. Note, however, that **no filter is 100% effective.**

Parents or legal guardians are responsible for their minor child's reading, listening, and viewing of Library material, including the Internet. A minor shall not use an adult's Library card for access to the Internet unless the minor is physically accompanied by a parent or guardian at the computer terminal at all times.

Compliance with the Children's Internet Protection Act (CIPA)[*See Appendix 6.3*] requires filters that block access to visual depictions that are obscene or child pornography, as defined by 47 USC §254. CIPA also requires protection against access by patrons under age 17 to visual depictions that are harmful to minors, as defined by 47 USC §254.

Subject to other demands on staff time for library services, the Library staff will make a good faith effort to monitor periodically the use of Library computers by minors. Notwithstanding the foregoing, the Library holds the parents or legal guardians responsible for their minor children's use of the Internet in light of the fallibilities of filters and other demands on Library staff time.

To address the issue of the safety and security of minors when using electronic mail, chat rooms, and other forms of direct electronic communications, as well as unauthorized disclosure of, use, and dissemination of personal identification regarding minors, the Library urges minors to follow the safety guidelines below:

- a. Never give out identifying information such as home address, school name, or telephone number.
- b. Let parents or guardians decide whether personal information such as age or financial information should be provided online.
- c. Never arrange a face-to-face meeting with someone through a computer without parent or guardian approval.

- d. Never respond to messages that are suggestive, obscene, or threatening.
- e. Remember that people online may not be who they say they are.

To address the issue of unauthorized access, including so-called "hacking" and other unlawful activities by minors online:

- a. Minors and all other Library Internet users are required to agree to an online Internet User Agreement that states that "Library computers are not to be used for any illegal activity."

COPY MACHINES

Black and white copy machines and a color copier are available for self-serve use. Copies are charged by the page, but the cost will be refunded if the machine does not produce a readable copy due to machine malfunction.

MICROFICHE AND MICROFILM READERS/PRINTERS

Microform machines are available on a first come/first served basis. Patrons may bring in microform materials to view. There is a charge for copies. Time may be limited during busy periods

CD PLAYER

Audio materials from the library collection may be used in the library with headphones on a first come/first served basis.

BRAILLER

The braille was donated to be loaned to patrons. It may be charged out for up to a month as a special loan.

EBOOK READERS

The library provides Ebook readers for circulation to the public. Adult users must read procedures and sign agreement before equipment will be checked out to them.

KILL-A-WATT METER

A device which monitors the power consumed by any 120V/15A plug-in appliance is available for checkout by patrons for a 3 week time period.

MAGNIFYING DEVICES

Two machines which magnify print materials are located within the library. They may be used by patrons on a first come/first served basis.

PROJECTOR SCREEN

The Library has a portable projection screen for use in the building. It may be charged out for up to a month as a special loan.

SCANNER

A scanner is available for use by the public at no charge. Patrons must bring in a USB drive on which to save the scanned documents.

EQUIPMENT USED BY STAFF FOR PATRONS:

FAX MACHINE

Library staff will send or receive faxes for the public; the fee schedule is published. Material received as interlibrary loan will not be charged for as a fax.

LAMINATOR

A reasonable number of items may be laminated for customers for the established fee when the staff has time available.

DATA PROJECTOR

For use by Library Staff in and out of the building. Projector may be used by a presenter for a Library sponsored program. Presenters must supply own laptop or other device to hook up to projector.