

# Laingsburg Public Library Technology Policy

The Laingsburg Public Library provides access to computers, the internet, wireless connectivity, and other technology resources to support the informational, educational, and recreational needs of the community. This policy outlines appropriate use and responsibilities to ensure equitable, safe, and lawful access to technology.

## 1. Access to Technology

### Public Computers

- Library computers are available to **all patrons** on a first-come, first-served basis
- Sessions may be time-limited to ensure fair access
- Patrons must **have a valid library card**

### Wireless Internet (Wi-Fi)

- Free Wi-Fi is available throughout the library during open hours
- The Library cannot guarantee the security of personal devices connected to the network

## 2. Acceptable Use Guidelines

All users must comply with the following rules when using library technology:

- **Lawful Use:** Users may not use technology for illegal activity, including copyright infringement, hacking, harassment, or viewing obscene materials as defined by Michigan law.
- **Respect for Others:** Users must avoid displaying content that may be considered inappropriate or offensive in a public setting.
- **No Tampering:** Reconfiguration of hardware or software, installation of programs, or circumvention of security measures is strictly prohibited.
- **Saving Work:** Files saved to library computers are periodically deleted. Users must bring their own storage device or use cloud-based storage.
- **Noise Control:** Headphones must be used for all audio. The library does not provide headphones.

## 3. Filtering & Internet Safety

In accordance with the **Children's Internet Protection Act (CIPA)**, internet access on all public computers is **filtered** to block visual depictions of:

- Obscenity
- Child pornography

- Material deemed harmful to minors

Filters may not block all inappropriate content and may occasionally block legitimate sites. Patrons aged 18 or older may request that filtering be disabled for lawful purposes.

#### **4. Device Use & Lending**

- The Library may offer **laptops, tablets, hotspots, or other equipment** for in-library use or circulation
- A valid Laingsburg Public Library card is required
- Borrowers are responsible for returning items on time and in good condition
- Charges may apply for damage, loss, or late return

#### **5. Staff Assistance**

Library staff are available to assist with:

- Basic troubleshooting
- Logging in and navigating websites
- Using library software, printers, and catalog tools

Staff **cannot provide in-depth technical support** for personal devices or extensive instruction.

#### **6. User Responsibilities & Violations**

To maintain a safe and welcoming environment for all, Laingsburg Public Library enforces this technology policy consistently and fairly. The following outlines how violations are handled, including documentation, disciplinary actions, and the user's rights.

##### **Incident Reports**

- Any violation of the Technology Policy may be documented in an **Incident Report**, completed by staff at the time of the incident.
- The report will include:
  - Patron's name (if known)
  - Date and time of the incident
  - Description of the behavior or violation
  - Action taken by staff
- Incident Reports are reviewed by the Library Director and retained in a secure file.

## Violations of the Technology Policy

Violations include, but are not limited to:

- Viewing or displaying obscene or illegal material
- Harassment or threatening behavior toward staff or patrons
- Attempting to bypass security filters or access restricted files
- Tampering with equipment or software
- Refusing to end sessions when requested
- Using another person's library card without permission
- Intentionally damaging library technology or property

## Disciplinary Actions

Disciplinary actions are progressive in nature and based on the severity and frequency of the violation.

### A. Initial Violation

- The user will be given a **verbal warning** and reminded of the policy.
- In some cases, the user may be asked to end the session or leave the computer area for the day.
- An Incident Report may be completed at staff discretion.

### B. Subsequent Violations

- Repeated or more serious violations may result in **temporary suspension** of library computer or internet privileges, typically for:
  - **1 week** for a second offense
  - **1 month** for a third offense
  - Longer suspensions at the discretion of the Library Director and/or Board

### C. Serious or Criminal Behavior

- Severe violations (e.g., accessing child pornography, harassment, vandalism, theft, etc.) may result in:
  - **Immediate suspension** of all library privileges
  - **Permanent banning** from library property in extreme cases
  - **Referral to law enforcement**, if applicable

## Reinstatement of Privileges

Suspended users may request reinstatement by:

- Contacting the Library Director in writing
- Meeting with the Director (or designee) to review the incident(s) and discuss expectations for future behavior

Reinstatement may be conditional upon the patron agreeing to follow the policy and refrain from future violations.

## **7. Damages and Liability**

- Users are financially responsible for any damage caused to library equipment, software, or network systems due to negligence, misuse, or intentional harm
- Charges for replacement or repair will be assessed based on actual costs
- Failure to pay for damages may result in a loss of library privileges and/or referral to collections or legal action

## **8. Disclaimers**

- The Library is not responsible for damage to personal devices, loss of data, or breaches of privacy that occur while using library technology
- Access to the internet does not imply Library endorsement of any content found online

## **9. Policy Review**

This policy will be reviewed by the **Library Director and Board of Trustees** every **three years** or as needed.

Approved and adopted by the Laingsburg Public Library Board of Trustees: May 27, 2025