

Harper Woods Public Library

Computer Use Procedures

1. Computer users must possess a valid library card in order to access the computers or purchase a one-year computer use card or a one-day computer pass; proper ID may be required.
2. All computer users must agree to follow the library's Internet Policy. Clicking AVAILABLE and entering your CARD NUMBER at the computer station signifies your agreement to the policy.
3. Card holders must bring in their card; account numbers are not looked up and access may be denied. Individuals misrepresenting themselves and/or using another cardholder's information may have their Internet use privileges suspended.
4. Users are allowed two (2) sessions per day.
5. Extra time and/or additional sessions may be granted solely at the discretion of the library staff.
6. Internet access is available on designated computers only and the library reserves the right to limit or terminate computer sessions on non-designated computers.
7. Access is available until 15 minutes prior to closing time; technical concerns may limit availability.
8. Computer privileges will be suspended for card holders who owe \$5.00 or more on their library account. The account must be paid in full and all materials returned prior to reinstatement.
9. Time in all computer areas is allotted on a first-come, first-served basis, but reservations may be made in person (**Note: Reservations are not available for 15-minute express computers**).
10. At peak usage times, the reservation for a new user's first session receives priority over requests for a 2nd computer session
11. **Computer Area Use and Restrictions***

A. Adult Services Computer Area

1. Computer sessions in this area are available to:

- * Users 18 years of age or older-
- * youths 13- to 17-years of age that have a valid library account
- * minors 12 years old or younger with the expressed permission of the parent/legal guardian and provided that the parent/legal guardian directly supervises the minor's Internet use on the same computer being used by the parent/legal guardian

B. Youth Services Computer Area

1. Youths 12 years old or younger that are not accompanied by a parent/guardian must use computers in the Youth Services Area.
2. One-day computer pass users that are 17 years old or younger may be required to use the computers in the Youth Services Area.
3. Patrons wishing to use discs, USB or any other devices to play video games or any other content on library equipment in this computer area must first obtain permission from the library staff. Staff may use the standards of the Entertainment Software Ratings Board (ESRB) as a general guideline to determine if the use is consistent with this policy statement.
4. The computers in the Youth Services Area are designed for use by and the comfort of youths. The library reserves the right to limit the use of the computers in the Youth Services Area by adults and such use will be granted solely at the discretion of the staff.

*** Computer area use is managed by the system, which utilizes the age indicated in the computer record of the card holder to manage usage. Staff may request proof of age or check card holder information for age verification or any other purpose.**

12. Printing

Printing is available for a nominal fee and a fee schedule is posted. It is the user's responsibility to print only the pages that they want. The number of pages to be printed and the expected payment amount are displayed on the monitor at the Print Release Station and users are expected to pay for all pages that are printed.**

****Use the *print preview* function on the file menu to see the actual document layout and the number of pages that will be printed. If you have any questions, see a library staff member prior to printing.**

Revised June 20, 2013

Harper Woods Code Ordinance

Division 5. City Library

Sec. 2-231. City library; free use, regulations.

The Harper Woods Public Library shall be forever free to the use of the residents of the City of Harper Woods, always subject to such reasonable rules and regulations as the library board may adopt. The board may exclude from use of said library and reading room, any and all persons who shall willfully violate such rules.

(Code 1962, §2-318; Ord. No. 324, §6, 7-19-82)

Electronic Information Mission Statement

The Harper Woods Public Library purchases computers and other data systems for the staff to maintain library records. The purchases are funded through the library's general millage and computers are replaced on a periodic basis in order to keep up with technological requirements. In addition, the library buys computers and online sources for its residents to use as part of its commitment to "***Help the citizens of Harper Woods succeed and flourish.***"

Persons who are not residents of the city (or residents of an area that has a mutual service agreement with the library) may purchase a *Computer-Use Card* or a *One-Day Computer Pass* for a nominal fee.

Michigan Compiled Laws Regarding Internet Access

397.606 Restriction of Internet access to minors; immunity from liability; exceptions.

Sec. 6.

(1) If a library offers use of the Internet or a computer, computer program, computer network, or computer system to the public, the governing body of that library shall adopt and require enforcement of a policy that restricts access to minors by providing the use of the Internet or a

computer, computer program, computer network, or computer system in 1 of the following ways:

(a) Both of the following:

(i) By making available, to individuals of any age, 1 or more terminals that are restricted from receiving obscene matter or sexually explicit matter that is harmful to minors.

(ii) By reserving, to individuals 18 years of age or older or minors who are accompanied by their parent or guardian, 1 or more terminals that are not restricted from receiving any material.

(b) By utilizing a system or method that is designed to prevent a minor from viewing obscene matter or sexually explicit matter that is harmful to minors.

(2) A governing body of a library, member of a governing body of a library, library, or an agent or employee of a governing body of a library or library, is immune from liability in a civil action as provided in section 7 of the revised judicature act of 1961, 1961 PA 236, MCL 691.1407.

(3) This section does not apply to a library established by a community college district, a college or university, or a private library open to the public.

History: Add. 1999, Act 37, Eff. Aug. 1, 1999; --Am. 2000, Act 212, Eff. Oct. 1, 2000