Computer & Internet Access

Internet Access

The Lois Wagner Memorial Library has 12 patron access computers (PACs). Nine (9) of them have internet access and Microsoft Office XP. Three (3) computers run CD-ROM programs for children and are restricted for use by children 8 years and younger.

Computers are accessible on a first come first serve basis. A time limit of thirty (30) minutes is assigned per session. Based on computer usage at the time, i.e. no other patrons are waiting or have made a reservation to use a computer, time may be extended. The use of external storage devices is permitted and encouraged, such as a Flash drive; downloading or saving to a computer's hard drive is blocked. Doing so will only store any saved or downloaded data for the duration of your session.

LWML offers open wireless internet access (Wi-Fi). Patrons can access the internet by using their own Wi-Fi enabled devices; however printing to the library printer is not available.

LWML offers its patrons free 30 minute tutorials on basic computer use, Microsoft Office Word or Excel, and searching the Internet.

Printing costs 20 cents per page (black and white only).

The library is NOT responsible for information accessed by minors on the computers.

Please read our Internet Use Policy.

Computer & Internet Use Policy

Individuals desiring Internet access must read and agree to the Computer and Internet Use Policy. The Lois Wagner Memorial Library is an informational and reference center for the Richmond community. The Library provides services to the local government, the business and economic community, educational and recreational groups and the general public.

Throughout its history, the Lois Wagner Memorial Library has made information available in a variety of formats, from print to audiovisual materials. The library's computer system, CD-ROM databases, online databases, and other computing resources provide the opportunity to integrate electronic resources from information networks around the world with the Library's traditional resources. These electronic resources enhance the library's existing collection in size and depth.

The Internet, as an information resource, enables the library to provide information beyond the confines of its own collection. It allows access to ideas, information, and commentary from around the globe. Currently, the Internet is an unregulated medium. As such, while it offers access to a wealth of material that is personally, professionally and culturally enriching to individuals of all ages, it also enables access to some material that may be offensive, disturbing, and/or illegal.

Because the Internet and its resources may contain material of a controversial nature, parents of minor children need to assume responsibility for their children's use of the Internet. Parents and children are encouraged to read "Child Safety on the Information Highway", which is available at the Circulation Desk.

Not all sources on the Internet provide accurate, complete, or current information. Users need to be good information consumers, questioning the validity of the information. Library staff can identify specific starting points and search tools, but the library has no control over the information accessed and cannot be liable for its content.

Library staff cannot control the availability of information links, which can change rapidly and unpredictably and are subject to the vagaries of weather, exceptional user demand, remote server problems, etc. The library assumes no responsibility for any damages, direct or indirect, arising from use of its computers or from connections to other Internet resources. The library cannot be held liable for any information that may be lost, damaged, or unavailable due to technical or other difficulties.

- Dial-in use and FTP are not available at this time. Internet stations will be available on a first-come, first serve basis.
- The Internet is available for individuals of any age with one or more terminals that are restricted from receiving obscene or sexually explicit material they is considered harmful to minors.
- Individuals 18 years of age or older, or minors who are accompanied by their parents or guardian (to remain at the computer terminal with the minor children at all times), can use one or more terminals that are not restricted.
- Individuals will be limited to 15 minutes of additional use after they are notified that others are waiting to access an Internet station.
- When signing on to any PAC (Public Accessed Computer) and clicking on accept, in regards to the Lois Wagner Memorial Library Computer and Internet Use Policy, one agrees to comply with policy.
- The Michigan Public Act 212 of 2000, Public Act 33 of 1978 and Public Act 343 of 1984 will be included as an appendix to this policy.
- Computers with unrestricted access to the Internet shall be so designated and labeled for easy identification by the public.
- Email for minors (under the age of 18) will not be available after October 1, 2000, unless accompanied by a parent or guardian. The parent or guardian must remain at the computer terminal at all times.
- Patrons may not use personal software on the library's computers, or alter any setting in place for the protection of the library's computers, peripherals, or network.
- Downloading and saving is not currently available on the Internet workstations, however, downloads may be saved to an external drive e.g. a USB Flash drive.
- Printing is available for $.20 per page, black and white only.
- Computer resources may only be used for educational, informational, and intellectual purposes. All users of electronic information resources including the Internet are expected to use these

resources in a responsible manner, consistent with the educational and informational purposes for which they are provided and to follow the library's rules and regulations.

- Users must respect the privacy of others by not misrepresenting themselves as another user; by not attempting to modify or gain access to files, passwords, or data belonging to others; by not seeking unauthorized access to any computer system, or damaging or altering software components of any network or database.

Computer resources may not be used for unauthorized, illegal, or unethical purposes. Illegal and unethical purposes include, but are not limited to:

- Harassment of other users.
- Libeling or slandering other users.
- Destruction of or damage to equipment, software, or data belonging to the library or other users.
- Unsolicited advertising (spamming).
- Chain letters.
- Hacking (in any form).
- Spreading computer viruses.
- Disruption or unauthorized monitoring of electronic communications.
- Violation of computer system security.
- Unauthorized copying of copyright-protected material. Obey all applicable laws regarding copyright or licensing.
- Use computer accounts, access codes, or network identification numbers assigned to others.
- Use of computer communications facilities in ways that unnecessarily impede the computing activities of others.
- Sending text or graphics that may be reasonably construed as obscene and offensive.
- Sending, receiving, or displaying text or graphics that are legally defined by State and Federal law as obscenity or child pornography. Actions that violate state or federal law will be prosecuted.
- Violation of software license agreements.
- Violation of network usage and regulations.
- Violation of another user's privacy.
- Violators of the Internet-Public Use Policy may lead to the suspension or revocation of Internet access throughout the library. Violations of the policies described above for illegal and unethical use will be dealt with in a serious and appropriate manner. Illegal acts involving library-computing resources may also be subject to prosecution.