



Lyons Public Library

Internet, Computer, and Technology Policy

Purpose

The Lyons Public Library provides public access to the Internet and technology to fulfill its mission to inform, educate, and enrich the community. Users are expected to behave responsibly and follow all library policies regarding computer and internet use.

Internet Access Disclaimer

The library is not responsible for the accuracy or quality of information found on the Internet. Patrons are solely responsible for evaluating content. The Internet is not a secure medium; all transactions and communications may be subject to unauthorized access.

Computer Usage: Adults

Patrons (age 18 and older) with an OWWL card and a balance under \$5 may use the library computers. Blocked accounts due to fines or lost items must be resolved prior to use.

Computer Usage: Children

Parents/guardians must indicate permission for children under 18 to use computers during registration. The OWWL Library System uses content filtering to comply with the Children's Internet Protection Act (CIPA). Parents are encouraged to discuss internet safety with their children.

Guest Passes

Visitors without an OWWL card may request a guest pass. Frequent users will be encouraged to obtain a free OWWL card.

Computer Availability

Computers are available on a first-come, first-served basis. There is no time limit, but patrons may be asked to relinquish a station during high-demand periods. Computers shut down 10 minutes before closing. Printing fees must be paid prior to closing.

Acceptable Use

Use of library computers requires agreement to this policy. Library staff may terminate sessions or revoke privileges for inappropriate use, including but not limited to:

- Viewing offensive material
 - Damaging equipment
 - Disruptive behavior
 - Attempting to alter system settings
- Users must comply with copyright and license restrictions.

Staff Assistance

Library staff provide limited assistance and will install software only as deemed appropriate by library staff and the OWWL Computer and Network Services department.

Wireless Access

Free Wi-Fi is provided for public use. Patrons are responsible for connecting and securing their devices. As with all public networks, library Wi-Fi is not secure and data transmissions may be intercepted. The library assumes no responsibility for data loss or hardware issues.

Data Transmission Disclaimer

The Lyons Public Library is committed to protecting patron privacy and follows all reasonable data privacy precautions in accordance with applicable laws and library policy. However, patrons should be aware that there is always an inherent risk when using technology to transmit data, especially in public spaces.

Scope

This policy applies to data transmitted through or within the library using:

- Personal devices connected to the library's wireless network
- Library-owned computers and laptops
- Fax machines, photocopiers, and printers
- Any other public-access technology or equipment

Patron Responsibility

While the library maintains secure systems and only collects personal data necessary for library services, patrons are ultimately responsible for protecting their own information when:

- Accessing websites or submitting forms over the internet
- Sending faxes or printing documents from library devices
- Using any personal or library-owned technology in the facility

Staff Limitations

Library staff do not input or transmit patrons' personal, financial, medical, or confidential information. Patrons must independently enter their own data (e.g., phone numbers, email addresses, Social Security numbers) when completing online forms, printing, or using the fax machine.

Disclaimer

The Library cannot guarantee the privacy or security of any data transmitted through its public access points or equipment. Use of library technology is at the patron's own risk. The Library is not responsible for:

- Data loss, interception, or unauthorized access
- Improper disclosure of personal information

- Errors made during the submission or transmission of data

Patrons are encouraged to exercise discretion when handling sensitive information in public.

Additional Information

For further guidance on responsible technology use, please refer to this Internet, Computer, and Technology Policy.

Policy Revisions

This policy may be revised at any time by the Lyons Public Library.

Adopted: March 27, 2001

Revised: June 18, 2002; September 16, 2003; February 15, 2005; April 25, 2006; August 19, 2008; February 20, 2018; December 20, 2022; May 20, 2025