



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

User Agreement Form & Liability Waiver

Agreement Form

By signing this Agreement, you agree to comply with the “Internet, Computer, and Technology” policy and rules of use, which you here acknowledge to have received. The Lyons Public Library reserves the right to update and modify this policy and rules of use, and the most recent policies and rules should be reviewed before each use.

Print Participant Name _____

Participant Signature _____

Date _____

Print Guardian Name _____

Guardian Signature _____

Address _____

Phone No. _____

Email Address _____

Staff Use Only:

I hereby certify that the above user has been trained to use the 3-D printer and/or Cricut.

Liability Waiver

Please read the following information very carefully, make sure that you understand it fully and sign before participating in this activity or program.

I, _____, agree to abide by the Lyons Public Library’s Internet, Computer and Technology policy and rules of use. I am fully aware that using this equipment may result in risk of personal injury or harm and I hereby agree to release and hold harmless the Lyons Public Library, its officers, employees, volunteers, committees and boards, from and against any and all liability, loss, damages, claims, or actions (including costs and attorneys’ fees) for bodily injury and/or property damage, to the extent permissible by law.

This indemnification and hold harmless agreement shall include indemnity against all costs (including, without limitation, reasonable attorney's fees and court costs), expenses and liabilities incurred in or in connection with any such claim or proceeding brought thereon and in defense thereof.

I have read and understand this release, indemnification and hold harmless form and I sign it voluntarily. I hereby give permission to the Lyons Public Library for emergency transportation and/or treatment in the event of illness or injury and this release extends to any liability arising in connection with such transportation and/or treatment. I hereby accept responsibility for the payment of any emergency transportation and/or treatment.

Print Participant Name _____

Participant Signature _____

Date _____

Print Guardian Name _____

Guardian Signature

Date
