

## **Hastings Public Library Patron Policies**

### **Code of Conduct**

To ensure that all patrons of the Hastings Public Library may safely and freely use the library, there are expectations that patrons will behave in a manner that does not interfere with the mission of the library, the rights of others, damage the library or cause injury to others. Any library patrons who are unwilling to modify behavior that is unacceptable will be asked to leave the premises. The library uses security and video surveillance cameras to assist the library as it monitors behavior. The police will be called immediately when a patron's conduct is thought to be illegal or when a patron has been requested to leave the library and has refused to do so.

In accordance with the Michigan Statute (MCL 397.206), the Library Board may exclude from the use of the library any or all persons who shall willfully violate the Code of Conduct that the Library Board has adopted. Such exclusion from the Hastings Public Library shall occur on the orders of the Library Director or the Director's duly authorized representative.

The following procedures will be enforced for library patrons who have been asked to leave the library:

- 1<sup>st</sup> time offense. No library privileges for 1 week.
- 2<sup>nd</sup> time offense. No library privileges for 1 month.
- 3<sup>rd</sup> time offense. No library privileges for 1 year.

Conduct that is considered unacceptable includes, but is not limited to:

- Endangering the health and safety of other patrons or staff by not complying with existing laws, Executive Orders and/or public health official directives during, but not limited to, times of public emergency.
- Abandoning or leaving children contrary to unattended children policy.
- Vandalizing or deliberately damaging library property.
- Threatening or harassing library patrons or staff.
- Use of offensive or abusive language.
- Intoxication.
- Smoking or chewing tobacco or e-cigarettes.
- Eating food or drinking beverages without using a spill-proof container.
- Carrying a weapon.
- Boisterous behavior i.e. running, rollerblading, skateboarding, loud talking, whistling, singing.
- Selling or soliciting.
- Sleeping.
- Loitering.
- Leaving animals unattended outside the library or bringing animals into the library with the exception of service animals/programming activities.
- Not wearing shoes or shirts.
- Viewing pornographic material.
- Theft.
- Sexual misconduct

Aggrieved patrons may have the decision reviewed by the Library Board.

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**Library Policy Regarding Children**

Parents and guardians are responsible for their children's safety and behavior while in the library or on library property and will be held responsible for damage to library property caused by their children. The library cannot be used as a substitute for appropriate adult supervision of children even into their teen years. This responsibility is not abridged if the parent or guardian is not present in the library with their child.

Unattended Children Policy

It is the parent's or caregiver's responsibility to review and understand Library Policy and be aware of the Library's business hours.

Children 8 years old and younger shall be accompanied at all times by a designated responsible person. A designated responsible person for this age group can be a parent, adult caregiver or a responsible teen 13 years old or older.

At the discretion of the designated responsible person, children 9 years or older may be left unattended for the period of time needed to select materials, complete homework assignments, or attend library programs. Children in this age group are required to know the phone number where parents or caregivers can be reached during their Library visit. A designated responsible person for this age group can be a parent or caregiver.

Children in all age groups shall be picked up from the Library prior to closing time. If at the closing a child is left at the Library without an adult caregiver, the staff is instructed to contact the police.

Library Cards

Children must be five years old in order to receive a library card. Registration must be completed by a parent or guardian who will be responsible for materials borrowed, fees assessed, and fines accrued.

Violations of Law. Committing or attempting to commit an activity in violation of federal, state, or local law, ordinance or regulation (including but not limited to assault, larceny, or vandalism) is prohibited.

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### **Public Internet Policy**

#### **Overview**

Hastings Public Library is committed to providing access to informational, educational, recreational, and cultural resources for library users of all ages and backgrounds in the Hastings area. The Library's public internet computers provide an opportunity to offer electronic resources from information networks around the world.

The internet offers unlimited global access to information. However, not all information on the internet is accurate, complete, current, legal, or appropriate for children. While it allows access to ideas, information, and commentary that is personally, professionally, and culturally enriching to individuals of all ages, it also enables access to some materials that may be offensive, disturbing, and controversial. Hastings Public Library filters all public internet stations with additional filtering applied to stations designated for children.

Hastings Public Library filters library computers as required by the Children's Internet Protection Act (CIPA) detailed in the Internet Safety Policy below which also satisfies the requirements of Michigan law. In the Libraries and the Law section of this policy, the federal CIPA is explained. These policies also govern the use of public internet computers at the library.

These filters are not guaranteed and not expected to be a substitute for parental supervision of Internet use by a child.

#### **Computer Usage**

Software and other files downloaded from the Internet may contain viruses or spyware that may infect other computers. Hastings Public Library is not responsible for damage or loss that may occur from use of the Library's computers to download files that are then used on personal or other computers outside the Library.

Since the Internet is not secure, patrons are responsible to ensure that their personal data is not compromised. Sending any information, including credit card numbers, via the Internet is at the sole risk of the user. The Hastings Public Library has no control over the security of this data.

Each individual is allowed to use the Library's public computers two (2) hours per day with up to three (3) separate log-ins. More time may be allowed if computer stations are free. Extensions for additional time are done automatically and/or by library staff at patron request.

All computers will be automatically shut down fifteen (15) minutes before the Library closes.

A fee will be charged for material printed from HPL computers.

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### Violations

The Library's computers, network, and Internet connection may not be used for any illegal activity or in an unauthorized manner in violation of this Public Internet Policy. Illegal acts may be prosecuted to the full extent of the law.

Users violating this Policy will first be asked to comply. For individuals who repeatedly violate this Policy after previous warnings, the Library reserves the right to prohibit use of the Library's computers, network, Internet connection, and/or the Library for a period up to 72 hours by action of the Library Director or the staff member in charge. An individual may appeal this decision to the Library Board.

The Library also reserves the right to prohibit use of the Library's computers, network, Internet connection, and/or the Library for a period of time exceeding 72 hours by action of the Library Director. In such instances, an individual will be informed of the decision in writing, and may appeal this decision in writing within seven (7) days to the Library Director, or the Library Board, whose decision shall be final.

### Internet Safety

It is the policy of The Hastings Public Library to: (a) prevent user access over its computer network to, or transmission of, inappropriate material via Internet, electronic mail, or other forms of direct electronic communications; (b) prevent unauthorized access and other unlawful online activity; (c) prevent unauthorized online disclosure, use, or dissemination of personal identification information of minors; and (d) comply with the CIPA.

### Definitions

Key terms are as defined in the Children's Internet Protection Act.

### Access to Inappropriate Material

In accordance with Federal and State law, the [Children's Internet Protection Act](#), 47 USC §254 and 20 USC §101, and Section 6 of the [Privacy Act](#), all Library computers with Internet access are filtered. Note, however, that no filter is 100% effective. Parents or legal guardians are responsible for their minor child's reading, listening, and viewing of Library material, including the Internet.

Compliance with the Children's Internet Protection Act (CIPA) requires filters that block access to visual depictions that are obscene or child pornography, as defined by 47 USC §254. CIPA also requires protection against access by patrons under age 17 to visual depictions that are harmful to minors, as defined by 47 USC §254. Subject to staff supervision, a patron who is at least 17 years of age may request the disabling of software used to filter visual depictions on a computer used by that patron, provided that he/she will use the unfiltered computer for bona fide research or other lawful purposes. Library staff will not inquire into the reasons for disabling the filter.

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Patrons are responsible for complying with this Policy when accessing the Internet. In addition to other provisions of this Policy, patrons (including minors) shall not access visual depictions that are obscene or child pornography as defined by Federal law (47 USC §254(h)(7)(E), (F)) and shall not access or view obscene matter as defined in §2 of [1984 PA 343, MCL 752.362 \(PA 343\)](#). In addition, patrons who are minors for purposes of Federal law shall not access visual depictions that are harmful to minors as defined by Federal law (47 USC §254(h)(7)(G)) and patrons who are minors under State law shall not access or view sexually explicit matter that is harmful to minors as defined in PA 343.

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### Inappropriate Network Usage

To the extent practical, steps shall be taken to promote the safety and security of users of the Hastings Public Library online computer network when using electronic mail, chat rooms, instant messaging, and other forms of direct electronic communications. Specifically, as required by the Children's Internet Protection Act, prevention of inappropriate network usage includes: (a) unauthorized access, including so-called 'hacking,' and other unlawful activities; and (b) unauthorized disclosure, use, and dissemination of personal identification information regarding minors.

### Education, Supervision and Monitoring

It shall be the responsibility of all members of the Hastings Public Library staff to educate, supervise and monitor appropriate usage of the online computer network and access to the Internet in accordance with this policy, the Children's Internet Protection Act, the Neighborhood Children's Internet Protection Act, and the Protecting Children in the 21st Century Act.

Procedures for the disabling or otherwise modifying any technology protection measures shall be the responsibility of staff.

## Public Wi-Fi Policy

The Hastings Public Library ("The Library") allows for personal computer equipment to access the internet via a wireless network throughout the entire building which is incorporated by reference herein.

Persons utilizing the wireless connection agree to comply with all provisions of the current Hastings Public Library Internet Policy which is incorporated by reference herein.

The Library's wireless connection is unencrypted and unfiltered. Use of the wireless connection is done at the patron's own risk. By using this connection, patrons acknowledge that security errors and hacking are an inherent risk associated with any wireless service. For that reason, patrons expressly agree that they knowingly assume such risk, and further agree to hold the Library harmless from any claim or loss arising

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out of, or related to, any such instance of hacking or other unauthorized use or access into the patron's computer.

The Library accepts no responsibility for any software downloaded and/or installed, email opened, or sites accessed while patrons are on the wireless internet connection. Any damage done to the patron's equipment or self from Malware or identity theft is the sole responsibility of the patron; and the patron indemnifies and holds harmless the Library from any such damage.

The Library accepts no responsibility regarding the ability of patron owned equipment to connect to the wireless network. Library staff will not change settings on patron equipment.

Unauthorized downloading of copyrighted material(s) is strictly forbidden and will result in suspension or revocation of Library privileges and may result in a formal notification to the appropriate local law enforcement office.

### **Surveillance Cameras in the Library Policy**

Hastings Public Library uses surveillance cameras to record activities within and without the library.

Extracts of the recordings may be made by copying certain segments of the data to external storage. These copies are made when security breaches occur or disciplinary action under the Code of Conduct occurs. These materials are kept by the Library Director until the purpose for creating the recording is served. At that time the copies are destroyed. These copies are considered library records and will be released according to the privacy act.

The library discloses the use of surveillance cameras by signage at the entry doors.