

Plainfield Public Library Computer and Internet Use Policy

Approved by the Library Board: November 17, 2025

1. Purpose

The Plainfield Public Library provides public computers and internet access to support education, research, job searches, personal enrichment, and access to library resources. This policy ensures that these resources are used responsibly, safely, and legally.

2. Confidentiality and Privacy

- Library staff respect your right to privacy. We do **not** monitor or share your computer or internet activity.
 - The library cannot guarantee privacy of data stored on public computers. Users should save personal files to their own devices or cloud storage, not to library computers.
 - Records of patron use, such as logins or printing activity, are confidential except as required by law.
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3. Rules of Use

Library computers and internet access are available to all patrons during open hours. Users must:

- Have a valid library card or guest pass (if available).
 - Follow the time limits set by the library.
 - Avoid changing system settings, installing software, or tampering with equipment.
 - Use only legal and library-appropriate content.
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4. Conduct

Patrons must use computers and internet resources responsibly. Prohibited conduct includes, but is not limited to:

- Harassing, threatening, or offensive behavior online or in person.
- Viewing or accessing illegal, obscene, or harmful content, including nudity, graphic material, or other inappropriate content.
- Attempting to damage, bypass security, or gain unauthorized access to library systems or networks.
- Using library computers for commercial purposes without permission.

Violations of this policy may result in loss of computer privileges, library suspension, or legal action.

5. Safety

- **Children under 10 must be supervised by a parent or guardian** while using library computers or the internet.
 - Parents/guardians are responsible for monitoring their children's use of online content.
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6. Disclaimer

The library provides access to the internet for informational purposes. The library is **not responsible** for the content accessed, including accuracy, reliability, or appropriateness.

7. Policy Review

This policy will be reviewed at least every three years or as needed to remain up-to-date with technology and legal requirements.