

Library Technology Access Policy

Hillside Public Library

Introduction

The Hillside Public Library provides access to computers and the internet to support lifelong learning, research, and recreational interests. These resources are offered in addition to the library's traditional collections. The library supports the principles set forth by the State of Illinois, the American Library Association (ALA), and the Illinois Library Association (ILA). For purposes of this policy, "library technology" refers to all Hillside Public Library-owned computers, internet-connected devices, public Wi-Fi services, and all related digital resources made available for patron use.

Rules for Use of Library Technology

Users are expected to use library technology responsibly and in accordance with all library policies and applicable local, state, and federal laws. Library technology may not be used to access content that is obscene, pornographic, harmful to minors, or likely to create a hostile work environment for others. Such use is strictly prohibited and will result in consequences.

Access to library technology is granted with the understanding that users will comply with the following conditions:

- To access a Hillside Public Library-owned computer, patrons must use their own valid library card. Visitors without a library card may request a guest pass from library staff.
- Use of library technology must comply with all copyright laws and licensing agreements.
- Patrons should follow the posted time limits and rules when using public computers.
- Patrons are responsible for logging out or securing their public computer workstation before ending their session.
- Parents or legal guardians are responsible for their child's use of library technology, including any content accessed or viewed. Library staff do not act *in loco parentis*.

The Hillside Public Library reserves the right to ask users to immediately stop displaying content that is, or may be, disruptive to other patrons or staff, and to end a session if a user fails to comply with this policy. Failure to follow this policy may result in temporary or permanent suspension of access to library technology and may include broader restrictions on library use.

Using Library Technology

The public computers in the Youth Department are intended for children and students through 8th grade. Parents or guardians accompanying young children may also use these computers as needed. To

ensure a safe and focused environment, use is limited to one person per computer. Adults not accompanied by young children will be asked to use the public computers in the Adult Department.

The public computers in the Adult Department are designed for high school students and adults, with a limit of one user per computer. Due to space and safety considerations, adults accompanied by young children are asked to use the computers in the Youth Department.

Only library-owned and pre-installed equipment and software may be used on public computers. Patrons may not install, uninstall, modify, or copy any hardware or software on library-owned devices.

Patrons may save files only to their own external storage devices. USB drives are available for purchase at the library. Library computers are wiped at the end of every session and will not store any user files.

Disclaimers

Patrons may use personal laptops and other devices in the library at their own risk. Power cords must not obstruct walkways or interfere with library equipment or furnishings. The Hillside Public Library is not responsible for damage to personal devices connected to library power outlets and does not provide chargers for public use.

The Hillside Public Library assumes no responsibility or liability for damage to personal equipment or for data loss resulting from the use of library technology. The library does not retain records of individual internet sessions once a user logs out.

The internet is a valuable tool for learning, communication, and access to information. However, it also contains content that may be inaccurate, inappropriate, or offensive. Because online content is not filtered or regulated by the library, users are responsible for how they access and use internet resources. All internet use must comply with applicable laws and library policies.

Parents and guardians are solely responsible for monitoring and guiding their children's internet use, ensuring their safety, and appropriate behavior while online. While content filtering is applied in some cases, no filtering system is perfect, and parents or guardians remain responsible for supervising their children's internet use.

While the library does not routinely monitor internet activity, it reserves the right to do so if there is a suspected violation of library policies, illegal activity, or in response to complaints. Use of the library's network constitutes consent to these terms.

Accessibility and Assistive Technology

The library is committed to providing equitable access to library technology for all patrons, including people with disabilities. In compliance with the Americans with Disabilities Act (ADA), the library offers reasonable accommodations to ensure full participation in its technology services.

Assistive technology, including screen magnification, text-to-speech software, and other accessibility tools, may be available upon request. However, these resources may not be immediately available, and advanced notice is recommended to ensure that appropriate accommodations can be arranged. Library staff will make every effort to assist patrons in accessing these tools as needed.

Privacy Policy Overview

The library is committed to protecting the privacy and confidentiality of all patrons in accordance with the American Library Association's Library Bill of Rights and the Illinois Library Records Confidentiality Act. The library's Patron Privacy & Confidentiality Policy outlines how patron information is collected, used, and protected. Patrons should be aware that the use of third-party services, including library-provided resources, may involve the collection of personal data by those vendors, and that the library does not control those privacy practices. Additionally, while the library strives to create a secure environment, it cannot guarantee complete privacy when using library technology.

Improper Use

Improper use of library technology may lead to suspension or loss of privileges. Prohibited activities include, but are not limited to:

- Harassment or violation of another person's rights;
- Viewing, sending, or displaying obscene or offensive materials; or
- Engaging in any activity that disrupts library operations, violates community standards, or contravenes local, state, or federal laws.

By using library technology, patrons agree to abide by this policy. The Hillside Public Library strives to maintain a welcoming and secure environment where all users can access library technology responsibly and respectfully.

Approval

Approved by the Hillside Public Library Board of Trustees
November 19, 2025