10—Digital and Maker Resources

10-1   General Statement

Palatine Public Library District (the Library) provides and uses digital and maker resources to fulfill its mission. Specific procedures for the use of these resources are included in Appendix 10A—Use of Digital and Maker Resources. In offering these resources, the Board of Library Trustees recognizes that an innate difference exists between the objective of providing the fullest possible access guaranteed by the First Amendment and the objective of maintaining a library setting that is comfortable and welcoming to all users and staff. In balancing these two objectives, the Board has sought to develop a policy that will best meet the needs of our community. The Board will review this policy on a regular basis to address changes in technology and the development of legal and professional standards.

The Library assumes no responsibility for damage to a user's computer, software, or other property resulting from use of Library resources. The Library, Library staff, and affiliated entities are not liable for damages arising from the use of, or the inability to use, the Library's resources or their related content and functions. (Adopted 10-8-03; Revised 7-19-2022, Effective 8-1-22)

10-2   Prohibited Activities

Specific procedures for use of digital and maker resources are listed in Appendix 10A. Certain activities are prohibited. These include but are not limited to copyright violation, threats of violence or endangerment, child pornography, harassing communications, and attempting to install or execute unauthorized software applications. Deliberate tampering with any library equipment, network, or system is a crime and is strictly prohibited. Failure to comply with procedures and restrictions as noted in Appendix 10A may result in a user's loss of Internet access privileges, loss of Library privileges, and legal prosecution.

The Library assumes no responsibility for damage to a user's computer, software, or other property resulting from use of Library resources. The Library, Library staff, and affiliated entities are not liable for damages arising from the use of, or the inability to use, the Library's resources or their related content and functions. (Adopted 10-8-03; Revised 5-18-23, Effective 6-1-23)

10-3   Registration and Access

Registration may be required to access certain computers and equipment. Some resources may be reserved for the exclusive use of Library

cardholders. In these instances, cardholders must be present. Registration for and use of certain resources may be limited by age (see section 10-7). An individual's own valid library card or a form of government-issued identification including a photo, which will be used to verify valid cardholder status, may be required to schedule or use a computer or equipment. See Appendix 10A for registration and access details. (Adopted 10-8-03; Revised 7-19-22, Effective 8-1-22)

10-4 Wireless Access

The Library offers wireless access to the internet for users with wireless-enabled devices at the Main Library. The Library's network is open to all visitors. No special encryption settings, usernames, or passwords are required. The Library's internet usedigital and maker resources policies apply to all internet access in the building. (Adopted 1-11-12; Revised 7-20-21, Effective 8-1-21)

10-5 Internet Content

The Library does not monitor or control information accessed via the internet. There are many sites with content that some users may consider controversial, offensive, or inappropriate. Users are encouraged to evaluate the validity and appropriateness of information accessed via the internet. (Adopted 10-8-03; Revised 7-19-22, Effective 8-1-22)

10-6 Internet Filtering

To meet the diverse needs of our community, the Library provides access to the internet via both filtered and unfiltered stations (see Appendix 10A). Filtering does not guarantee the appropriateness of material on the internet for any age group or individual user. In choosing and implementing filtering software, the Library strives to provide full access under the First Amendment while maintaining a library setting that is conducive to a comfortable and welcoming space.

Unfiltered internet stations are clearly marked. See Appendix 10A for registration and access details. Wireless access via personal devices within the Library is not filtered, including laptops loaned for use inside the Library. (Adopted 10-8-03; Revised 7-19-22, Effective 8-1-22)

10-7 Internet Stations for Youth

The Library designates certain internet stations to be reserved for children ages 13 and younger.

The Library affirms the right and responsibility of parents or guardians to make choices for their own children. Library staff will not monitor the age of children using internet stations except for the purpose of managing

age-designated computers. Parents or guardians are solely responsible for whether their children access the internet through filtered or unfiltered internet stations. (Adopted 10-8-03; Revised 7-19-22, Effective 8-1-22)

10-8   Privacy and Security on the Internet

In keeping with Library policies and state and federal laws, the Library strives to protect users' rights to privacy and confidentiality (see Policy 11— Privacy Policy). The Library avoids unnecessarily collecting or maintaining records that could compromise the privacy of users. However, electronic communication by its nature may not be secure or private. The Library cannot guarantee the security or privacy of online transactions. By using the Library's internet stations, websites, and services, users signify acceptance of the Library's Privacy Policy. (Adopted 10-8-03; Revised 7-20-21, Effective 8-1-21)

10-9   Use of the Library Websites

The Library has created and maintains www.palatinelibrary.org and certain related websites in order to make information about its programs, collections, and resources available to the public via the internet. Examples of such websites include catalogs, downloadable library materials, and social networking sites. By using the Library websites and their content, users agree to comply with ~~and be bound by~~ library policies. ~~the following terms and conditions. These terms and conditions may change from time to time. Use of the Library websites signifies acceptance of the terms and conditions in effect at the time of use.~~

Accessibility

The Library intends to ensure accessibility of its websites for people with disabilities. All reasonable effort has been made to ensure that the Library's websites comply with Section 508 of the Rehabilitation Act (29 U.S.C. 794d), which requires that individuals with disabilities who are members of the public seeking information or services from a government agency have access to and use of information and data that is comparable to that provided to the public who are not individuals with disabilities, unless an undue burden would be imposed on the agency.

Disclaimers

- The Library disclaims all responsibility or liability for the accuracy, reliability, and legality of content found on the Library websites. The Library, its employees, and affiliated entities are not liable for any direct or indirect damages arising from the use of the Library's websites.
- The Library offers access to a broad range of information and

content. Opinions expressed on the Library websites by others are not necessarily those of the Library Board or Library staff.

- 3rd Third-party websites, like social media platforms and database services, have privacy policies regarding the collection of user information. Users are responsible for reading and accepting these policies before using websites.
- All other Library policies apply when using digital and maker resources. (Adopted 1-11-12; Revised 7-19-22, Effective 8-1-22)

10-10 User-Generated Content

Library websites and social media accounts provide a means for the Library to communicate information to users. Some Library websites may provide a limited public forum for user discussion about books and other library materials, library services and events, and other library-related topics. The Library reserves the right to remove content, as indicated below.

All user-generated content is subject to Library policies. The Library will remove communications that contain obscene or defamatory language; sexual content; incitement of, solicitation of, or threat to engage in violence or illegal activities; copyright violations; personal attacks; political campaigning or advocacy; or promotions or solicitations for commercial goods or services. The Library encourages user communications to be respectful.

Any text, artwork, photographs, or intellectual property that may be owned by or under copyright protection afforded to someone other than the posting user should not be submitted.

A posted comment is the opinion of the poster only, and publication of a comment does not imply endorsement or agreement by the Library. Social media users should exercise their own judgement about the quality and accuracy of any information presented through social media.

Complaints and concerns about Library-generated and user-generated content should be directed to ??????. the Executive Director or designee. Library staff will follow internal procedures when considering removal of content. No posts will be removed without following the approved procedure, and no content will be removed upon the authority of a single staff member or administrator.

Users who fail to follow these guidelines may be blocked from submitting content or may lose library privileges. (Adopted 1-11-12; Revised 7-19-22, Effective 8-1-22)

10-11 Copyright

Content obtained or copied from the internet or other source may be subject to copyright laws. US Copyright Law (United States Code Title 17) prohibits the unauthorized reproduction or distribution of copyrighted content, except as permitted by the principles of "fair use." Users are responsible for determining legal use of copyrighted content.

The Library encourages users to access content from the Library websites, provided that these guidelines are followed:

- Content downloaded from Library websites is owned or leased by the Library and may be used only for personal, educational, or research purposes.
- Users are responsible for determining copyright use restrictions and for obtaining necessary permissions. Library websites contain a wide range of content. They contain information in the public domain as well as information protected by copyright. In cases where content on the Library websites is protected by third-party rights, users are responsible for obtaining the necessary rights in order to use the content in question (see section 10-11 Copyright).
- The Library is not in a position to provide advice to users about which content is protected by third-party rights and which content may be used freely. The following website has information about copyright, fair use, and other related topics that may be useful: http://www.copyright.gov/.
- Library staff will not assist users with projects that staff believe are violating copyright law.
(Adopted 1-11-12; Revised 5-18-23, Effective 6-1-23)

10-12 Third-Party Services

Among the many services offered by the Library is access to resources provided by third parties. These resources (such as subscription databases, downloadable library materials, social networking sites, and mobile applications) are subject to their own terms and conditions. Users should review the terms and conditions specific to each third-party site accessed to ensure compliance with applicable rules. (Adopted 1-11-12; Revised 2-13-19, Effective 3-1-19)

10-13 Linking to Websites

The Library selects and shares a curated list of links to websites not owned or managed by the Library. The Library has not participated in the development of these other sites and does not exert any editorial or other control over these sites. The Library provides these links as a convenience, and the inclusion of any link does not imply endorsement by the Library or any association with their operators. The Library is not responsible for the contents of any linked site or any link contained in a linked site, or any changes or updates to such sites.

The Library takes reasonable steps to assure data integrity but does not guarantee that its website, the server that makes it available, or any links from its site to other websites are free of viruses or other malware. (Adopted 1-11-12; Revised 7-19-22, Effective 8-1-22)

10-14 Makerspace and Media Studios

The Workshop ~~Lab~~ is the Library's makerspace and media studios. This collaborative space provides our members with equipment, technologies, and tools to create, build, and experiment in a supportive atmosphere. The Workshop ~~Lab~~ is available specifically for the use of its equipment. See Appendix 10A for registration and access details.

The Workshop ~~Lab~~ may close occasionally to provide staff training, to perform equipment maintenance, or to conduct a Library event.

Equipment in the Workshop ~~Lab~~ may not be used to produce the following:

- content or objects prohibited by federal, state, or local law
- content or objects in violation of intellectual property rights
- content or objects such as weapons that are unsafe, harmful, dangerous, or pose a threat to the well-being of others
- objects or materials that would be considered inappropriate for the Library environment
- mass production levels of material or content

(Adopted 7-20-21; Last Revised 7-19-22: Effective 8-1-22)

Policy 10 Comprehensive Review: Last Revised 5-18-23; Effective 6-1-23.

APPENDIX 10A—Use of Digital and Maker Resources

Access to Digital and Maker Resources

Digital and maker resources (including but not limited to computers, tablets, and fabrication equipment) are provided by the Palatine Public Library District (the Library). Users must comply with Policy 10—Digital and Maker Resources and related procedures. It is the user's responsibility to review Policy 10 and Appendix 10A before using any of the Library's digital and maker resources. The Library may revise user and borrower expectations as outlined in this policy at any time.

A member's access to Library digital and maker resources may be blocked, suspended, or terminated for reasons including but not limited to violation of user expectations or borrower expectations, actions that may lead to liability for the Library, disruption of access to other users or networks, or violation of applicable laws or regulations.

No one will be able to log in to a timed computer session 14 minutes prior to closing. Timed sessions will end 10 to 15 minutes prior to closing. Library laptops, tablets, gaming equipment, and digital media equipment must be returned 10 minutes prior to closing. Digital media studios and the Workshop Lab must be shut down 10 minutes prior to closing. Staff reserve the right to set time limits on when certain maker projects can begin so that projects are completed before close.

Library staff may temporarily modify the requirements and rules outlined in this document for evaluation purposes or for special events with approval of the Executive Director or designee.

Some digital and maker resources may be reserved by valid Library cardholders up to two weeks in advance. Cardholders may reserve one session per resource per day and may reserve a resource for up to three days in a Sunday-to-Saturday week.

Guest passes are available to any visitor and may be used at designated computer stations as listed below.

Resources Available

Computer Stations

- Catalog research stations are filtered and have no time or age restrictions. Only two persons may use the station at one time. The

stations may not be reserved in advance by valid District cardholders. No session registration is required.

- Filtered internet stations are available to holders of any valid District card. A guest pass may be used at these stations. Sessions are granted for up to two hours. Users may extend their time when no other user is waiting for a computer. Only two persons may use the station at one time. Use is not age restricted. These stations may be reserved in advance by valid District cardholders.

- Unfiltered internet stations are limited to holders of a valid District card. Such stations are for use by members ages 14 and older. A guest pass may not be used at this station. Sessions are granted for up to two hours. Users may extend their time when no other user is waiting for a computer. Parents or legal guardians of children ages 13 and younger may permit their child's use of the unfiltered internet computers at the Library by submitting a written request. Within 48 hours of receipt of the request, staff will enable the child's card access to unfiltered internet stations. Only two persons may use the station at one time. These stations may be reserved in advance by valid District cardholders.

- Youth stations are filtered and available to holders of a valid District card or reciprocal card. Such stations are for use by children ages 13 and younger. A guest pass may be used at these stations by visitors ages 13 and younger. Sessions are granted for up to two hours. Users may extend their time when no other user is waiting for a computer. Only two persons may use the station at one time. These stations may be reserved in advance by valid District cardholders.

- Workshop stations are filtered and available to holders of a valid District card, or reciprocal card. A guest pass may be used at this station. Sessions are granted for up to two hours. Users may extend their time when no other user is waiting for a computer. Use is not age-restricted. Only two persons may use the station at one time. These stations may be reserved in advance by valid District cardholders.

Media Studios

Media studios are filtered and available to holders of a valid District card or reciprocal card. These studios are for use by ages 11 and older. A guest pass may not be used in the studio. Sessions are granted for up to three hours. Users may extend their time when no other user is waiting for a studio. Members younger than 11 may use these resources provided they are accompanied by a responsible adult at all times. A room capacity limit is posted on each studio door. These studios may be reserved in advance by valid District cardholders.

Makerspace Equipment

Valid Palatine Public Library District cardholders may use the Workshop Lab. Members younger than 11 may use the Lab provided that they are accompanied by a responsible adult at all times.

Lab equipment and tools are available on a first come, first served basis. Use of equipment or tools may be limited by staff. If no one is waiting to use the equipment or tools, use may be extended at staff's discretion.

Select equipment may require regular proficiency ~~requirements~~ checks ~~or completed Library~~and training prior to use.

Select equipment and tools may require staff assistance to operate. ~~Independent use of this equipment may occur only if a user has received approval from staff.~~A user may use this equipment independently only with prior approval from staff.~~; a~~Approval may be revoked or temporary.

All equipment and tools available in the Workshop Lab must stay in the Lab. Temporary ~~A~~approval from Workshop staff may be given to use the equipment elsewhere in the Library.

Other Digital Resources—In-Library use only

- Video game stations may be checked out to valid District cardholders ages 11 and older. Use is limited to ~~two~~ one hour~~s~~. Users may extend their time when no other user is waiting. Use is not age-restricted. Up to four persons may use the video game stations at one time.
- Tablets are filtered and may be checked out to valid District and reciprocal cardholders ages 11 and older. Use is limited to two hours. Users may extend their time when no other user is waiting. Use is not age-restricted. Tablets loaned in the Workshop Lab must be used inside the Lab.
- Laptops are unfiltered and may be checked out for two hours. Users may extend their time when no other user is waiting for a laptop. Laptops may be checked out to valid District and reciprocal cardholders ages 11 and older. Use is not age-restricted. Laptops loaned in the Workshop Lab must be used inside the Lab.

Other Digital Resources—Circulating

Circulating digital and maker resources, such as cameras, eReaders, and Rokus, are available. Loan rules for use of these items are defined in Appendix 2C.

Use of Materials with Maker Resources

Materials for use with maker equipment will be available from the Library for purchase. Materials purchased in the Library must be used with Library equipment or in Library spaces the same day they were purchased. Material availability is not guaranteed. The Library does not offer refunds for unused materials.

Users may bring in their own materials for use with maker equipment. All user-provided materials must be approved by Workshop staff prior to using the equipment. Staff reserve the right to ~~disapprove~~ deny any materials and tools.

Group Use in The Workshop Lab

Valid District cardholders may request to use the Workshop Lab for groups for self-guided projects, tours, or staff-led instruction. Staff must be present at all times while a group uses the Lab. Certain equipment may be unavailable for group use or may only be used with staff supervision. Library staff reserve the right to limit or deny a group request based on factors such as staffing; date and time; equipment; project; or group size.

Projects and activities require the approval of staff. Staff reserve the right to ~~disapprove~~ deny any materials, tools, and projects.

Groups may not use the ~~w~~Workshop Lab for events involving the sale, advertisement, solicitation, or promotion of commercial products or services. Exceptions may be made for activities sponsored by the Library, the Friends of the Palatine Public Library, or the Palatine Public Library District Foundation. Donations and membership dues for nonprofit groups and clubs may not be collected on Library property.

Groups using the Workshop Lab during drop-in hours may be asked to stop work and schedule an appointment to use the room at another time.

Project Expectations

The Library cannot guarantee product quality, equipment availability, confidentiality of design, or delivery times.

The Library is not responsible if there is damage to a project, if a project does not print correctly, or if a project does not work as a result of using any of the Library's equipment or tools. By submitting digital or material content, the member agrees to hold the Library harmless in all matters related to patented, trademarked, or copyrighted materials. The Library reserves the right to halt, delete, or disallow the creation of items that violate Library policies.

User Expectations

The Library will not be responsible for any damages, losses, or unauthorized access that may arise in connection with a member's use of digital and maker resources, or from the actions of other persons.

Members are responsible for the storage of their digital files and providing their own storage devices as needed. The Library is not responsible for data loss while using Library's digital resources.

It is the responsibility of parents or guardians to monitor their child's use of digital and maker resources.

Hacking, deliberate tampering with, or damage of any library digital and maker resources or network is prohibited.

Members must use the Workshop Lab and media studios and its equipment in a reasonable manner. The Library may deny use of maker equipment and tools to individuals who do not take proper care of the equipment and tools, or do not attend required training in select equipment and tool use. Members may be held financially responsible for willful misuse or damage to equipment.

Failure to comply with these procedures and Library policy may result in legal prosecution or loss of library privileges.

Additional Provisions for Wireless Users

Users must be familiar with their own devices and know-how to set up wireless access. Technical support from library staff is limited.

The Library's wireless network is not secure, and the Library cannot guarantee the safety and security of internet traffic across its wireless network. Information and files on, sent to, or sent from a user's device can be viewed or extracted by anyone else with the necessary equipment or software.

Borrower Expectations

Borrowers accept full responsibility for all digital and maker resources while checked out to them.

Borrowers may not leave digital or maker resources unattended in the Library for any reason or lend them to another user. Users will not tamper with the digital or maker resources' hardware or software or attempt to load any programs onto the devices.

Borrowers are to return the portable digital and maker resources directly to a staff member at the desk promptly at the end of the session.

Borrowers may be billed for ~~all or partial~~ repair or replacement costs resulting from damage or loss while digital and maker resources are checked out to them.

(Appendix referenced in Policy 10. Approved by PPLD Board of Trustees 1-11-12; Last Revised 5-18-23; Effective 6-1-23)