

5.0 INTERNET AND COMPUTER USE POLICY

5.1 Internet Access

The Howard Miller Library provides public access to the internet and Wi-Fi as a core component of its services, supporting the educational, informational, and recreational needs of the community. The Library does not monitor or control external internet content and cannot be held responsible for its accuracy, legality, or appropriateness.

To use public internet computers, patrons must log in using a valid Howard Miller Library card number. Guest passes are available upon request for visitors without a library card.

5.1.1 Wireless Internet (Wi-Fi)

The Library offers free, high-speed wireless internet access. This network is unsecured, and users connect at their own risk. Patrons are strongly advised not to transmit sensitive personal, financial, or legal information over the public Wi-Fi.

5.1.2 Internet Filtering and Monitoring

To comply with the federal [Children's Internet Protection Act \(CIPA\)](#), the Library applies content filtering to all network traffic, including Wi-Fi and public access computers. All users must access the internet in accordance with CIPA requirements.

Patrons should have no expectation of privacy when using the Library's internet services. Network traffic may be monitored as necessary to maintain system integrity and policy compliance.

Patrons who believe a website or resource is incorrectly blocked may submit a written request for a filtering exception to the City of Zeeland Technology Department. Decisions on such requests will be issued within one to two business days.

5.1.3 Internet Use Rules

Patrons must use internet resources in a legal, ethical, and responsible manner. Failure to follow the rules may result in termination of the current session or suspension of internet privileges.

Internet use is subject to [City Ordinance 651, Section 12.1 and Section 12.1-13](#) as well as all applicable local, state, and federal laws.

Rules include, but are not limited to:

- Internet access is available on a first-come, first-served basis.
- Sessions are limited to 2 60-minutes and may be extended at staff discretion.
- Internet use must be for legal and ethical purposes only.
- Installation or downloading or adding plug-ins, extensions, or unauthorized software on Library computers is prohibited.

5.1.4 Policy Enforcement

The Library reserves the right to monitor internet use and take necessary action to ensure compliance with this policy. Examples of prohibited behavior include, but are not limited to:

- Harassment of other patrons.
- Libel or slander.
- Destruction, damage, or theft of Library equipment or data.
- Unauthorized monitoring or disruption of network activity.
- Infringement of copyright or software licensing agreements.

Library staff are authorized to intervene immediately to protect Library resources and uphold policies. This may include:

- Ending a computer session.
- Confiscating removable media.
- Requiring a patron to leave Library property.
- Contacting law enforcement authorities when appropriate.

5.2 Public Access Computers

Computers with internet access, Library catalogs, and electronic resources are available to all patrons, regardless of cardholder status. Public computer workstations are intended for individual use.

A maximum of two individuals may share a single workstation when appropriate (e.g., a parent with a child). Exceptions may be made at staff discretion.

5.2.1 Assistance with Public Computers

Library staff provide basic assistance with computer use as time and expertise allow. Patrons are encouraged to utilize the Library's online learning resources or seek other sources of help outside the Library for requests that are beyond the scope of the Library's service capacity.