

Galva Public Library District Computer and Internet Policy
February 11, 2025

The Galva Public Library District is committed to providing equitable access to public computers and the Internet, as well as to basic technology services such as printing, scanning, and faxing. Users of the Library's public computers, Internet, and technology equipment are expected to follow all policies governing appropriate Library use. Patrons who use the Library's public computers, technology equipment, and Internet are required to adhere to the guidelines set forth in this and all other Library policies.

Patron Computer Usage and Information:

- Anyone is allowed to use the Library's public computers. Library cards are not required, but definitely encouraged!
- Computer use will be limited to a half-hour session or less if others are waiting.
- Computers will be shut down 15 minutes before closing.
- Computer memories are reset after each user, so no information is saved. Please bring a USB flash drive to save your work.
- Patrons can print from any public computer for .15 cents per black and white page; .25 cents per color page.
- Library computers and equipment are library property. When Library Patrons utilize a Library computer, they are bound to the following guidelines of Library equipment use (these guidelines are not all-inclusive and are subject to change at any time):
 - Any destruction, damage or alteration to computer equipment is unacceptable and a direct violation of this policy.
 - Any use of electronic information networks in any way which violates a Federal or State law is unacceptable and a direct violation of this policy.
 - Unauthorized duplication of copy protected software or violation of software license agreements is a direct violation of this policy.
- Patrons who are not able to use a computer unaided are encouraged to invite a friend or family member who is a more experienced computer user to accompany them to the Library. If such assistance is unavailable, patrons are encouraged to schedule a one-on-one help session with the Library Director prior to beginning computer use.
 - Employees of the Galva Public Library District will only provide general computer assistance and basic instruction on Galva Public Library District equipment only
 - Employees of the Galva Public Library District are not responsible for providing assistance with patron-owned devices.
 - Employees of the Galva Public Library District are not able to assist patrons with personal login issues, password security issues, financial apps and/or any other personal applications not identified in this policy.

Internet Content:

The Library cannot control the information obtained from outside sources via the Internet. Internet resources enhance and supplement resources that are available locally within a library.

However:

- Information obtained via the Internet may or may not be reliable, accurate, or current.
- Particular information sites on the Internet may sometimes be unavailable.
- Certain information obtained via the Internet may be considered controversial by some library patrons.
- Galva Public Library District urges patrons to be informed consumers and carefully evaluate information obtained via the Internet. The Library is not responsible for damages, indirect or direct, arising from a patron's use of Internet information resources.
- Mid Century Fiber is the current internet provider of the Galva Public Library District. The Galva Public Library District currently leases the Wi-Fi router from this company.
- The Library is not responsible for damages, indirect or direct, arising from access, whether voluntarily or involuntarily, to inappropriate, unsecure, dangerous or offensive Internet sites within the Library, regardless of the age of the user

Children's Access to Public Computers:

The Galva Public Library District supports the right of all library users to access information and will not deny access to electronic information networks based solely on age. This library recognizes that electronic information networks such as the Internet may contain material that is inappropriate for children. Parents are expected to monitor and supervise their children's use of the Internet. Library staff are unable to monitor children's use. Parents are encouraged to discuss with their children issues of appropriate use and electronic information network safety.

Privacy and Security:

Patron computers are public computers and patrons need to be aware of this. Patrons have the right to privacy to any extent possible in the public setting, however, users should be aware that the location of some public computer workstations might enable a session to be viewed easily by others. Library public computers are in public areas that may be shared by Library users of all ages and backgrounds. Patrons have to consider this when accessing potentially indecent, unsecure or harmful materials and images. Although Library staff cannot consistently and effectively monitor the public's use of the Internet, the Library reserves the right to ask individuals to discontinue the display of information and images which cause disruptions. Additionally, the Library reserves the right to terminate a computer session at any time.

Patrons should be aware that because security is technically difficult to achieve, there exists the possibility of electronic transactions and files becoming public. Ultimate responsibility for resolution of problems related to the invasion of the user's privacy or loss of data rests with the user. The Library assumes no liability for the loss or damage to the user's data or for any damage or injury arising from the invasion of the user's privacy.

Library Liability and Disclaimers:

- Computer and Internet access is provided as a public service free of charge on an as-is basis with no guarantee and no warranty. The Library's equipment is subject to periodic maintenance and unforeseen downtime.
- During times of peak usage, access to computers may be limited.

- By using the Library's computers, equipment, and Internet, patrons agree and hereby release, indemnify, and hold harmless the Galva Public Library District, its officers and employees, and any affiliate, from any damage, either direct or indirect, that may result from use of the aforementioned resources.
- At its sole discretion, the Galva Public Library District may limit or terminate computer and/or Internet access at any time without prior notice.
- The Library is not responsible for damages, indirect or direct, arising from access, whether voluntarily or involuntarily, to inappropriate, unsecure, dangerous or offensive Internet sites within the Library, regardless of the age of the user or whether arising from library computers or patron-owned devices connected to the Library's Wi-Fi network.

Breach of Policy:

Violation of any aspect of this policy may result in the loss of library privileges for a specified time period, or permanently, depending upon the nature of the violation.

- The Library reserves the right to extend suspension of computer and Internet access for egregious or repeat violations. Any questions regarding this procedure should be referred to the Library Director.
- The Library will take necessary action, up to and including legal action, against anyone violating Library policy.

Adopted 02/11/2025 by the Library Board of Trustees

Galva Public Library District

Registered Sex Offender Policy

Drafted 05/17/2024

Statement:

The Board of Trustees, Administration and Staff of the Galva Public Library acknowledge that registered sex offenders live within the community and district that we serve.

Public Libraries are recognized as a community gathering place and a primary point for information of all kinds to be disseminated to the public. Galva Public Library District acknowledges that the right to some level of access to a public library is constitutionally protected under the First Amendment right to receive information. To that end, all individuals are welcome in the Galva Public Library, provided that in doing so they do not violate the law or the Galva Public Library District 'Patron Conduct Policy'.

Like many other states, the State of Illinois enacted the "Sex Offender Registration Act" (730 ILCS 150/1, et seq.) which requires all persons adjudicated sexually dangerous who are later released, or found to be no longer sexually dangerous and discharged, to register with proper local law enforcement authorities so that their whereabouts are known by these authorities. The "Sex Offender Registration Act" also prohibits child sex offenders from residing within 500 feet of a school, park, playground or other facility providing services exclusively to persons under the age of 18. As public libraries do not provide services exclusively to persons under the age of 18, registered sex offenders in Illinois can be or reside within 500 feet of a public library.

Areas of Access Within the Galva Public Library District:

Whenever a registered sex offender wishes to enter the library facility, they need to be aware of the following limitations with regard to where they can go, and what they can take part in while on library property.

Registered sex offenders may not:

- Loiter or linger outdoors on library property
- Be present in any areas of the library facility that are primarily for the use of minors, including the Children's Room as a whole and the hallway leading into the children's room
- Attend library programming whose audience can be reasonably expected to contain minors

Registered sex offenders may:

- Visit the library collection areas intended for adults
- Enter the lower level of the library to utilize the public restroom *only*
- Utilize the handicapped lift, if need be, to access *only* the restroom on the lower level of the library. This will involve passing through the children's room.
- Use a public computer in the adult section of the library *only*
- Request and receive quality adult reference service, place holds on library materials, check out library materials with a library card in good standing, and otherwise receive access to library information

- Attend library programming exclusively for adults

If a registered sex offender who is the parent or legal guardian of a minor child (with proper documentation of this), a registered sex offender may accompany that child into areas of a library facility that are primarily for the use of minors, into programs intended for minors, etc. so long as abuse is not suspected and the minor remains with the registered sex offender the entire time.

Expectations of the Galva Public Library District Staff

The Galva Library Staff will provide effective and comprehensive library service to all members of the community regardless of their sex offender status.

With regard to staff knowledge of use of public library facilities by registered sex offenders, staff are not expected to regularly review the registered sex offender database. However, library staff may know that an individual is a registered sex offender because the individual self-identifies, law enforcement has provided identification, or staff may have independent personal knowledge. In such cases, the director or person-in-charge should be notified and should advise the sex offender of the Registered Sex Offender Policy.

If another patron advises staff that a registered sex offender is on the premises, the patron will be allowed to point out the individual and, if possible, provide the name of the alleged sex offender. The director, or person-in-charge, will then review the sex offender database, and if the individual is listed the director or person-in-charge will advise them of the Registered Sex Offender Policy.

If the name of the purported sex offender cannot be obtained, or the fact that the individual is a registered sex offender cannot be confirmed, the individual will not be approached and the governance of the Registered Sex Offender Policy will suffice.

Adopted by the Galva Library Board of Trustees June 11, 2024

GALVA PUBLIC LIBRARY DISTRICT

HOTSPOT LENDING POLICY

A hotspot is a Wi-Fi unit you can use to connect a mobile-enabled device, such as a laptop, smartphone or tablet to the Internet. The hotspots are portable. GPLD uses the T-Mobile network. The hotspots have unlimited data, but can only be used in the continental United States. Galva PLD makes hotspots available to Galva PLD card holders only to assist in research, networking, and recreation, as well as to use for documentation or presentation needs. Hotspots are provided according to availability.

1. The following rules apply:
2. GPLD lends hotspot devices to **GPLD cardholders only**, who are 18 years of age or older with library cards in good standing (i.e. library card is not blocked due to unpaid fines or lost materials), who have held a GPLD Library card for at least 30 days and have a working phone number.
3. A hotspot loan agreement form must be fully filled out and signed by the borrowing patron
4. Hotspot checkouts are limited to one per household.
5. **The loan period is 7 days with no renewals. Patrons must return the device, and it must be physically checked in, before they can re-check it out.**
6. The library is not responsible for any liability, damages or expenses resulting from use or misuse of the device, connection to other electronic devices or data loss resulting from use of device. Please refer to the Hotspot Loan Agreement for additional details
7. The borrower assumes full responsibility for the cost of repair or replacement in the event the hotspot is lost, stolen, or damaged. GPLD staff will assess the technological issues and charge the borrower accordingly. If the hotspot or following parts are missing or damaged this will result in the following charges:
 - a. Hotspot Device - \$150
 - b. Charger - \$30
 - c. Manual - \$10
 - d. Box/Case - \$10
8. If the hotspot is not returned, the wireless service will be discontinued and the device is unusable. The borrowing Patron is still responsible for returning the device and their borrowing account will be blocked until it is returned.
9. GPLD is not responsible for information accessed using this device or for personal information that is shared over the Internet. Hotspot users are encouraged to follow safe Internet practices. A copy of the GPLD Internet Policy is available upon request. Please refer to the Hotspot Loan Agreement for additional details.
10. Three (3) late returns for any device checkout within six months will result in being banned for at least six months from borrowing all hotspot devices.
11. Galva Public Library Staff reserve the right to deny the use/loan of Hotspot equipment to any borrower who repeatedly loses the item or repeatedly returns the item late

Galva Public Library District 22 August 2025

Approved by the Galva Public Library District Board of Trustees 09 September 2025

GALVA PUBLIC LIBRARY DISTRICT
120 NORTH WEST THIRD AVENUE
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POLICY ON UNATTENDED CHILDREN

In order to prevent undue disruption of normal library activities, to provide for the general welfare of all persons using the library, to provide for the general safety and parental supervision of children using the Galva Public Library District, the following rules and regulations shall be and are made a matter of policy at the Galva Public Library District, effective as of the below-mentioned date.

1. All children age five years or younger shall, at all times, be attended and adequately supervised by a responsible person, e.g. an adult or mature adolescent.

2. Children who exceed five years in age, but who are less than eight years in age may be left unattended for up to one-half hour in the library, except during scheduled library programs, at which time, that person responsible for the supervision of said child or children may elect to be absent for the duration of the program. If that person who is responsible for the supervision of said child or children intends to leave the building while their child remains at the library, then that person shall leave word at the central desk and/or children's desk, depending on the location of the program, as to their whereabouts. However, persons responsible for children who have special problems, related to physical or mental ability, disruptive behavior, emotional problems, lack of adequate attention span, incomplete social skills, etc., shall remain with their children at all times; in the above mentioned exception or absence during supervised library programs shall not apply to these children.

3. Children from the age of eight years and older may use the library unattended, subject, of course, to other rules and regulations promulgated by the Galva Public Library District concerning behavior, conduct and demeanor. All children in the library shall have a purpose for being there: homework, research, or the selection of library materials, with the duration of stay appropriate with the purpose.

4. In no way are the facilities or the staff of the Galva Public Library District to be used as a babysitting service for children. If such appears to be the case, parents will be reminded of library policy, and library usage may be denied.

5. The Galva Public Library District assumes no responsibility for individuals left unattended on library premises.

Approved by the Galva Public Library Board of Trustees May 8, 1990
Reviewed by the Galva Public Library Board of Trustees September 14, 2004
Reviewed by the Galva Public Library Board of Trustees October 12, 2021

Galva Public Library District

Nintendo Switch Policy

Drafted 11/21/2024

Statement:

In order to prevent undue disruption of normal library activities, to provide for the general welfare of all persons using the library, and to provide for the general safety of children using the Galva Public Library District, the following rules and regulations shall be and are made a matter of policy at the Galva Public Library District

General Nintendo Switch Policy:

The Nintendo Switch will be available for daily use except for during special programming events:

- ❖ The Nintendo Switch may be used for programming (Mario Kart Tournaments, Animal Crossing Visits, etc.) so it will not be available for use outside of any program that is currently utilizing it
- ❖ The Nintendo Switch will not be available for use during programming events happening in the Children's room (Summer Reading Events, Story time, Movie Nights, Crafts, etc.)

The above 'restricted times' are not all-inclusive. Galva Library Staff reserve the right to restrict access to the Nintendo Switch if its use is interfering with Library programs

The Nintendo Switch, all games associated with it be it physical copies or purchased online, and all equipment associated with the Switch are property of the Galva Public Library District

The Nintendo Switch console itself is only to be maintained, updated and operated by Library Staff

Any equipment not being currently used will be stored in staff-only areas of the Library

The Nintendo Switch is available for use only in the children's room and only for children and their accompanying adult parents or guardians

The Nintendo Switch is only to be used when connected to the Children's Room TV and not in a handheld or tabletop manner

Children's Room Switch Policy and Code of Conduct:

Children 8 years old, and older, may play approved games and access approved content on the Nintendo Switch. Children under the age of 8 may only play the Nintendo Switch if they are accompanied by a parent or guardian

Approved Games/Approved Content: non-violent games like Mario Kart, Animal Crossing and other games geared for the audience of children, including legacy Nintendo games (this list is subject to change and is not all-inclusive)

The Galva Public Library District will enable parental controls on the Nintendo Switch:

- ❖ The console will be controlled by a PIN known only to Library Staff

- ❖ Online content/Chat Features/Social Media Features will be disabled

Children using the Nintendo Switch are expected to conduct themselves according to the patron conduct policy at the Galva Public Library District. Anyone using the Nintendo Switch needs to respect the Library equipment and other patrons at all time.

An additional code of conduct will be enforced while the Nintendo Switch is in use:

- ❖ No fighting, bullying, name-calling or swearing
- ❖ No gambling
- ❖ Multiple players must take turns – patrons may be required to ‘give someone else a turn’ after 15 minutes if demand for the switch is high
- ❖ The volume of the game/tv must be kept at a reasonable level – the game/tv should **not** be able to be heard on the upper level of the Library
- ❖ No unapproved games, outside equipment or content is allowed
- ❖ No throwing/smashing/stepping on of equipment or controllers

The above list is not all-inclusive. Any kind of harmful or adverse behavior will lead to the Switch being turned off and the Patron possibly being told to leave the Library

Any children, and any accompanying parents or guardians, who are unable to adhere to the code of conduct will not be allowed to use the Nintendo Switch. Extreme cases of misbehavior may lead to the child/children/parent/guardian being told to leave the library immediately. The Galva Library Staff reserve the right to maintain a list of ‘repeat offenders’ who are incapable of following the Nintendo Switch code of conduct.

Adopted 10 December, 2024 Library Board of Trustees

PATRON CONDUCT

The Board of Trustees of the Galva Public Library District has established the following rules for Patron Conduct in the library. Any Patron not in compliance with the following rules or who jeopardizes the health or safety of others or acts in a manner inconsiderate of others may be asked to leave. Should an offender not leave when asked to do so, the police will be summoned. Additionally, library privileges may be restricted at the discretion of the library director in response to violations of this policy. These rules are effective within the library building, its grounds, and at any library-hosted event on or offsite.

Patron Conduct Rules

1. Offensive, abusive or threatening language will not be permitted. Any behavior that disrupts or interferes with the operation and/or use of the library is prohibited. This includes interfering with other Patrons' library use.
2. Improper acts which are subject to prosecution under any criminal or civil codes are prohibited.
3. Offensive behavior, including verbal threats, of patrons or staff, whether in person or via phone or electronic communication, is prohibited.
4. Soliciting, petitioning, loitering, or any other activity that would interfere with the normal flow of library business is prohibited. This includes misuse and/or destruction of library furniture, fixtures and facilities.

If a patron is creating a disturbance or causing problems in the Library, the library staff has the authority or right to tell that patron to leave the library. If that patron refuses to comply and continues to cause problems, the police can then be contacted to eject that patron from the library

****Please refer to the 'Corrective Behavior Discipline Policy' for the behavior correction timeline for offenders of the rules listed above****

Approved by Library Board of Trustees April 14, 2026

Corrective Behavior Discipline Policy

1. Behavior Problems: start with a verbal warning, second offense, one month banned from library.
2. Computer Offenses... a verbal warning, and then three months banned from the library. Unless they are looking at or accessing pornography, then they are banned from library 6 months to a year.
3. If they use abusive, threatening or offensive language towards Library Employees or other Library Patrons...they are asked to leave right away, and they aren't allowed back for 3 Days. If Behavior continues after returning, they are banned from the Library for 6 months and the Galva Police Department will potentially be contacted.

Adopted by Library Board May 11, 2011

Revised and Updated by the Library Board April 14, 2026