

## Rules for Use of Internet by Library Patrons

1. Use of a Library Internet station constitutes agreement with the Library's Internet Use Policy.
2. The Library allows all patrons, regardless of age or residency, to access the Internet while in the Library if they have an active library or computer use card and their password. Parents of minors (age 17 and younger) who do not wish their minor to use the Internet at the Library, or use it only with adult supervision, must enforce this with their minor children. *Library staff is not responsible for monitoring Internet use by minors.*
3. Filtering software is being used on all Library computer stations where patrons and staff can access the Internet, with the exception of staff computers that will not properly function as needed with filters applied. No filter is 100% effective nor can filters prevent access to ALL undesirable images or text on the Internet. The *best and most reliable filter* for a minor is still the presence of a parent or guardian.
4. An adult [age 18 and over] may, through a written request, ask to have the filter disabled in order to access the filtered information for bona fide research or other lawful purposes. After researching requests, IT or Management Staff will determine whether requests will be granted. Action on requests may take up to 48 hours, depending on availability of IT or Management Staff. Ask a Librarian for assistance.
5. Privacy is not available to Internet and/or computer station users in the Library. Websites visited by all computers accessing the Internet via the Library's connection will be logged.
6. At the discretion of Library staff, revocation of Internet / computer privileges for Library patrons may occur. Violations that result in revocation of privileges may include, but are not limited to:
  - ✓ Accessing, for any purpose, sites that are or might be considered obscene or contain pornographic material.
  - ✓ Attempting to reconfigure or change the set-up of a computer.
  - ✓ Violating copyright laws and/or using the intellectual property of another individual or organization without prior permission.
7. The terms of any revocation of use by a patron will be set and communicated by Library Management.

## **Legal Use**

Patrons and staff of all ages may use Library computers for the purposes as defined in State and Federal statutes. A library card or Computer Use Only card is required to access Library-owned computers as well as the Internet through Library-owned computers and customer-owned web-enabled equipment. Customers may apply for a Computer Use Only card. Upon supplying the required documentation, the Computer Use Only card shall be provided to the patron at no cost. If fines and fees owed to the Library by a patron or staff exceeds current upper limits, access to the Internet will be denied until the past due fines and fees are paid.

## **Warning about Internet Usage Confidentiality**

Users of electronic mail systems should be aware that electronic mail in its present form cannot be secured and is, therefore, extremely vulnerable to unauthorized access and modification.

Electronic communication carried on via Library computer stations should not be considered confidential. Evidence of illegal activity may prompt the Library to report such activity to authorities.

## **Display/Dissemination of Sexually Explicit Materials**

Use of Library Internet access stations to display or disseminate obscene or pornographic material is prohibited. Violators of this policy may have Internet / computer privileges revoked. Library management will determine what matter is inappropriate in the Library.

## **Time Limits per Day**

Initial use of an Internet station is 120 minutes and will be on first come, first served basis. Additional use by an individual will be allowed based on availability and when no other person is waiting.

## **Ethical Use**

Computers need to be used in a responsible manner.

Refrain from overuse of connect time to the exclusion of others, use that might be disruptive to others or use of any computing resource in an irresponsible manner. Users are asked to use headphones when accessing websites or learning tools that have sound.

## **Unacceptable Use**

Unacceptable uses include, but are not limited to, the following:

- √ Illegal activities like viewing, displaying or transmitting obscene or pornographic materials as defined by the State and/or Federal governments.
- √ Transmission of harassing, threatening, or libelous material to any person
- √ Destruction of or damage to equipment, software, or data belonging to the Library or other users
- √ Disruption or unauthorized monitoring of electronic communications or unauthorized copying of copyright-protected material

- √ Unauthorized access, including so-called “hacking”
- √ Violation of computer system security
- √ Unauthorized use of computer accounts, access codes, network identification numbers assigned to others or disclosure, use and dissemination of personal identification information, including, without limitation, the dissemination of any such information regarding minors.
- √ Use of computer communications facilities in ways that unnecessarily impede the computing activities of others e.g. randomly initiating interactive electronic communications or e-mail exchanges
- √ Overuse of interactive network usage policies and regulations

### **Sanctions**

Violations of the Library policies described in this document will be dealt with in a serious and appropriate manner. Illegal acts involving Library computing resources may also be subject to prosecution by local, state or federal authorities.

### **Children’s Internet Protection Act**

The Library’s Use Policy is predicated on requirements outlined in the federal Children’s Internet Protection Act (“CIPA”).

### **Revision of the Policy**

The Library Board reserves the right to amend this policy at any time without notice. Further, the Board delegates the right to Library staff to inspect or observe the use made of Library equipment, software and other resources for purposes of enforcement of this policy.

### **Disclaimer**

The ability to access information on these networks provides a potential of a wealth of material that is positive and enriching, while also enabling access to materials that may be deemed offensive, disturbing, or possibly illegal. The Library will help identify starting points for searches that are appropriate to the Library’s mission.

Since the Internet is a global electronic network, there is **no regulatory control** of its users or content. This includes electronic mail, chat rooms and other forms of direct electronic communications. The Internet and its sources may contain controversial material. The Library cannot censor access to material or protect users from offensive information **beyond the capabilities of the filter**. Parents and guardians of minors must assume responsibility for a **child’s** use, safety and security while using the Internet through the Library’s connection.

The Public Library does **not** serve *in loco parentis* (in place of a parent). Librarians cannot act in the place of parents in providing constant care and supervision of **children** as they explore the Internet. The responsibility for what **children** read or view on the Internet rests with parents or guardians.

Parents and minors are encouraged to review [www.netsmartz.org](http://www.netsmartz.org), the National Center for Missing and Exploited Children's online Internet Safety education tool for all ages for further information about Internet safety.

Library staff cannot control the availability of information links that often change quickly and unpredictably. Not all sources on the Internet provide accurate, complete or current information. Users need to be informed consumers and question the validity of the information available on the Internet. The Library does not select the material on the Internet and has no means or statutory authority to assure that only constitutionally protected material is available on the Internet.

The Library expressly disclaims any liability or responsibility arising from access to or use of information obtained through its electronic information systems, or any consequences thereof. The availability of information does not constitute endorsement of the content by the Hussey-Mayfield Memorial Public Library.

**Access, use, or dissemination of information via the Internet in the Library is the responsibility of the user. In the case of children, it is a joint responsibility of the user and the parent or guardian.**

#### **Limitation of Liability**

The **reader of this policy** acknowledges that he/she has read and understands the Hussey-Mayfield Memorial Public Library Internet **Policy**. The **reader** further acknowledges and agrees that the Hussey-Mayfield Memorial Public Library assumes no liability for any loss or damage to the user's data or for any damage or injury arising from invasion of privacy in his/her computer accounts, programs, or files.