



COMPUTER/INTERNET USE POLICY

Need for this policy: A policy is needed to set the rules for Internet use for the public in the Library.

Procedure:

Rules Governing Use

Due to the limited resources available for provision of public access to the Internet, the Library may set limits, for example, on use of large files of still or moving images or sound, or on downloading files in any medium. The Library also reserves the right to limit the amount of time an individual user can devote to a single session.

Computer User Guidelines

These computers are available for public access to the Internet and information in digital formats.

- The Library requests that the public sign-up for computer use at the Service Desk.
- An individual may sign-up for computer use in person or via the telephone. Sessions last for ½ hour unless other arrangements are made in advance. Staff at the Service Desk will assist with reservations requiring an extended time (i.e. projects, tests).
- Pages may be printed for 15¢ each b/w, or 25¢ each for color.
- No one may sign up for usage during the last 15 minutes before the closing of the Library. Patrons are requested to end their sessions in a timely manner.
- The Library staff cannot provide tutoring or devote significant time to assisting patrons in use of the computer. The Library offers free Internet and computer classes.
- The display of sexually explicit or graphic material is inappropriate for a public and open environment and is prohibited.
- USB flash cards for in library use may be obtained at the Service Desk for \$10.00 each.

Violations may result in suspension or loss of privileges to use computer resources at the Library. Any illegal activity involving the use of the Library's computers, including the Internet, will be subject to prosecution by the appropriate authorities.

- **Users may not:** Make any attempt to alter, remove, or damage computer equipment or software. They may not install any executable software on library computers
- **Users may not:** Engage in any activity that is harassing or defamatory.
- **Users may not:** Use the Internet for any illegal activity, including violation of copyright or other rights of third parties, or in a manner inconsistent with the Library's tax-exempt status or its proper operation.
- **Users may not:** Misrepresent themselves; attempt to gain unauthorized access either inside or outside the library.
- **Users may not:** Distribute unsolicited advertising.
- **Users may not:** Invade the privacy of others.
- **Users must:** Refrain from illegal or unethical use of the Internet.
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- **Users must:** Respect intellectual property by only downloading information or computer files with proper permission.

INTERNET USE POLICY

To fulfill its mission of providing public access to information of all types in a wide range of formats, the Library provides access to Internet resources. In doing so, the Library does not monitor and has no control over the information accessed through the Internet and assumes responsibility only for the information provided on its home pages. The Internet offers access to many valuable local, national, and international sources of information. In addition, the Library is committed to providing instruction and guidance for positive and educational experiences in utilizing Internet resources. However, some information found on the Internet may be inaccurate, incomplete, dated, or offensive to some individuals. A good information consumer must evaluate the validity and appropriateness of information found.

Choosing and Evaluating Sources

The Internet is a series of communication linkages leading to a highly diverse array of information content. **Library patrons use it at their own risk.** The Library does not limit or filter access to materials, or attempt to protect users from materials some individuals may find offensive. In choosing sources to link to its home pages, the Library follows its materials selection guidelines. Beyond this, the Library does not monitor or control information accessible through the Internet and is not responsible for its content, for changes in content or the sources to which the Library home pages link, or for the content of sources accessed through secondary links.

Access by Minors

Parents or legal guardians assume responsibility for deciding what library resources are appropriate for their own children. Parents or legal guardians should guide their children in use of the Internet and inform them about materials they should not use. The Library home page has areas for children and young adults, which provide content and links to other web sites that parent or legal guardians may find appropriate for their children. Be aware, the Library does not filter any of its public computers.

Public Users Security

Users should be aware that the Internet is not a secure medium and that third parties may be able to obtain information regarding users' activities. However, the Library will not release information on the use of specific Internet resources by members of the public except as required by law or necessary for the proper operation of the Library.

Responsibilities: The Director and Board are responsible for setting/changing these guidelines while the Director is responsible for the enforcement.

Adopted by the Board of Trustees: November 15, 2000

Revised by the Board of Trustees: August 30, 2006; July 30, 2008; December 7, 2011; November 20, 2013