

Library Name

Internet Policy and Guidelines

The following are rules and regulations of the _____ Library. These are effective _____, 2006 as adopted by the Board of Trustees of the _____ Library.

All users of electronic resources are expected to use these resources in a responsible and ethical manner consistent with the standards and rules of the library and of the community.

Choosing and Evaluating Sources

The library offers access to the Internet as an electronic means of reaching ideas and information and greatly expanding its information services beyond the traditional collections and resources. Because of this, the library has been recognized by the New York State Department of Education as an Electronic Doorway Library.

The Internet provides access to many valuable local, national and international sources of information. However, not all sources on the Internet provide accurate, complete or current information. The library cannot control the accuracy of information, the validity of the information, availability of links, nor the availability of material that some may find offensive. A user **MUST** evaluate the validity of the information sources.

Library users access the Internet at their own discretion and are responsible for any access points they reach.

Rules Governing Use:

- A first time user must sign and date a user agreement in order to use the computers.
- A user must sign an attendance/signup sheet to have access to the computers.
- A user must leave their library card and/or driver's license at the circulation desk while they are using the computers.
- Computer time is limited to thirty minutes.
- A user may sign up for a second session if no one is waiting.
- Use is limited to a maximum of two people per computer at a time.
- Computer use is limited to the hours that the library is open.
- A user must save files or downloaded data to a floppy disk. A user may provide their own floppy. However, additional floppies are available at the circulation desk for \$1.00.
- Library staff is available to help navigate the Internet by offering suggestions for sites and searching assistance. Or, a person is available for training or assistance during the specified hours.
- Library staff reserves the right to remove inappropriate materials from the computer and to instruct the patron to refrain from seeking similar sites.

A User Must NOT:

- Use the PC's to gain unauthorized access to the Library's network or computer systems or to any other network or computer systems.
- Obstruct other people's work by consuming large amounts of system resources or by deliberately crashing any library computer system
- Make any attempt to damage computer equipment or software
- Make any attempt to alter software configurations
- Make any attempt to cause degradation of system performance
- Use any Library computer for any illegal or criminal purpose
- Violate copyright laws or software licensing agreements in their use of library computers
- Engage in any activity which is deliberately and maliciously offensive, libelous, or slanderous
- Install or download any software

The library may deny or withhold computer/Internet privileges and other library services for infractions of these policies. The parents or guardians of minors may also lose their computer privileges and other library services for infractions of these policies. Unlawful activities will be dealt with in an appropriate manner.

Access by Minors

It is the policy of the library that parents and guardians are responsible for setting guidelines and restrictions for their minor children.

OR

It is the policy of the library that parents or legal guardians are responsible for monitoring what library materials and resources, including Internet access, are appropriate for their minor children. Therefore, a parent or legal guardian may deny access to the Internet by informing the library in writing and having the minor's library card so marked. The library staff will inform any minor child with a marked card that their parent or legal guardian does not want them to access the Internet at the library.

OR

As the library is a public place, it reserves the right to remove sexually explicit materials from the computer screen and to instruct the minor to refrain from seeking similar sites. Failure to comply will result in loss of Internet privileges

OR

Children's computers have a commercially produced filter which attempts to block sites that might be considered objectionable. The filter is available as an option on adult computers. The filter is set to block sites that could be offensive to some users.

The library cannot and does not guarantee that the filter will always block objectionable sites. Parents may wish to supervise their children's Internet sessions. Parents may give their children approval to use unfiltered computers. Library staff cannot be responsible for supervising minors while they are using the Internet.

User Agreement

The undersigned acknowledges that he/she has read and understands the library Internet Use Policy and Guidelines.

The undersigned further acknowledges and agrees that the library assumes no liability for any loss or damage to the user's data or for any damager or injury arising from the invasion of privacy.

Signature

Date

Printed Name

Signature of Parent or Guardian

Date