

## **Jack Russell Memorial Library Acceptable Internet Use Policy**

In order to use one of the 19 internet work stations available to the public at the Jack Russell Memorial Library (JRML), users must agree to the following guidelines.

The internet offers a wealth of educational, recreational and cultural information that vastly increases the resources available to library users. It is the user's responsibility to choose which resources to access. Be aware that the internet is unregulated and materials accessible through it may be inaccurate, incomplete, outdated, biased, inappropriate or offensive. Since the JRML has no control over the content, individuals use it at their own risk. Users are cautioned to access and evaluate materials online as they would a print resource.

Use of the internet is a privilege, not a right, and inappropriate use will result in a suspension or cancellation of this privilege. All users of electronic information resources such as the internet are expected to use these items in a responsible manner, consistent with the educational and informational purposes for which they are provided and to follow these policies and regulations.

### User Responsibilities and Ethical Use:

1. Using internet resources for educational, informational and recreational purposes only. These computer work stations are not to be used for illegal, unauthorized or unethical purposes.
2. Respecting the privacy of others by not misrepresenting oneself as another user; by not attempting to modify or gain access to files, passwords, or data belonging to others; by not seeking unauthorized access to any computer system, or damaging or altering software components of any network or database.
3. Respecting the privacy of others using public work stations at the JRML by not interfering with their use.
4. Not attempting in any way to alter, damage, abuse, or sabotage computer equipment or software, alter configurations or install any software.
5. Making only authorized copies of copyrighted or licensed software or data.  
Not sending, receiving, or displaying text or graphics which may reasonably be construed as obscene or pornographic. Users may not use library workstations for an activity that is deliberately offensive or creates an intimidating or hostile environment. Displaying sexually suggestive objects or pictures could be a violation of State or Federal obscenity laws.
6. Adhering to time limits on the use of a library work station while others are waiting is required.

Users are liable for costs arising from malicious damage to JRML equipment and/or software. Failure to comply with library policy may result in, but not be limited to, suspension of internet privileges at the JRML. Illegal use of library internet work stations could be subject to prosecution under Local, State or Federal Law.

Children under the age of 18 must have parental permission to use the internet. Parents must sign an internet permission slip for children under 18 years of age. The JRML assumes no responsibility for the use of the internet by children. It is not possible for library staff to control specific information children or young adults may locate on the internet. Just as libraries do not vouch for or endorse the viewpoints of written material in their collections, they do not do so for electronic information. Selection policies, which serve to govern the library's purchase of written materials, do not apply to resources accessed electronically. It is the responsibility of the user (or the parent/guardian) to determine what is appropriate. Therefore, parents are expected to monitor and supervise their children's use of the internet.

The first time a child or adult is found by library staff misusing the library's internet work station, privileges will be suspended for six months. If a person is found a second time misusing a workstation, internet privileges will be suspended for one year. On the third time, a person will no longer have internet privileges at the JRML. Each time, the Library Director will notify the person in writing of when and why their privilege was suspended in addition to when they will be able to come back to use the internet workstation. Patrons who lose their internet privilege may still check materials out from the library.

The JRML has PC time management software that allows patrons to log themselves into the work stations using their library card and pin number. Users are granted a 60 minute session and will get an additional 30 minutes as long as one computer station is open. To gain access to an internet workstation, patrons must click the agree button when logging in with their library card and pin. By clicking agree, the patron is indicating they have read the terms and conditions of the JRML's internet use policy and understands their significance. Patrons with fines over \$10 will not be able to log in until the fine is paid.

Patrons must have their own library card to use the internet. Patrons found to be logged in under another patron's card will have their session terminated immediately by staff. The library does not permit sharing library cards for the purpose of accessing information on the internet.

If library users who want or need access to the internet and do not have a valid card from a Monarch Library (i.e. The patron is from another state or visiting a friend or family in the area.), library staff shall log the patron in as a guest. Guests must present current photo identification and identification stating their current address of residency.

On a limited basis the library staff will assist patrons with internet use as time permits, but will not be familiar with every application that a person might wish to use. The library staff is not able to train people on how to use the internet. Because of the many different internet applications available, it is not possible to provide complete technical support. Users wishing to print a paper copy of information from the internet will be charged \$.10 for each black and white page and \$.50 for each color page printed.

The public internet computers are shut off 10 minutes before the library closes. Patrons will be notified via a staff announcement that the library is closing.

The Copyright Law of the United State (Title 17, United States Code) governs the reproduction, distribution, adaptation, public performance and public display of copyrighted materials. Responsibility for any possible copyright infringement lies solely with the user; the library disclaims any responsibility or liability resulting thereof.

The user agrees to hold the JRML harmless from any claims, losses, damages, obligations or liabilities relating to the use of information obtained from the electronic information system at the library.

Software downloaded from the Internet may contain a virus. The library is not responsible for damage to a user's disk, for any loss of data, damage or liability that may occur from the individual's use of the JRML's internet service.