

## **Pike County Public Library District Computer/Internet Usage Policy**

**Mission:** It is the mission of the Pike County Public Library District to provide free and equal access to informational and digital resources. It is our belief that information is the key to success. With this mission in mind, the Pike County Public Library District offers free public access to the internet and its resources to enhance the library's informational services.

**Access:** The Pike County Public Library District provides access to the internet in accordance with the ALA mission of providing public access to information of a wide range of formats. In doing so, the District does not monitor and has no control over the content or information accessed through the internet and assumes no responsibility for it. The user accepts full responsibility for any content or information accessed through the internet.

**Privacy:** The Pike County Public Library District provides access to the internet without accepting any responsibility for privacy. The internet is an uncontrolled information source, anything you do online could be monitored by anyone. The library has no way of controlling this type of activity; therefore, we accept no responsibility for guarding against this activity. It is solely up to the patron to decide for themselves the risk involved.

**User Responsibility:** The internet is a global electronic network. It enables the district to greatly expand its informational services beyond traditional collections and resources. However, not all information on the internet is current, complete, accurate, or appropriate for all users. The internet may contain material of a controversial or offensive nature. The district neither restricts access to materials found on the internet nor protects users from materials or information they may find offensive or inappropriate. The district will not be responsible for any materials viewed, accessed, and/or used on the internet by any individual of any age for any purpose including but not limited to pornography even when accessed accidentally. *The user is solely responsible for any changes, decisions, or accidents that are made in their life due to information he/she obtained from the internet.*

**Children:** Parents or legal guardians must assume responsibility for deciding what library resources are appropriate for their own children. It is both the right and the responsibility of parents and/or legal guardians to guide their children's usage of library resources in accordance with individual family beliefs. It is a violation of federal law to knowingly receive visual depictions of minors engaged in sexually explicit conduct. Anyone who does so is subject to federal prosecution under the Protection of Children Against Sexual Exploitation Act of 1977(18 USC 2252).

**Copyrights:** Any materials obtained from the internet by patrons using library computers may be subject to copyright laws which govern the making of reproductions of copyrighted works. Users must comply with U.S. copyright law and other applicable laws. The district accepts no responsibility for materials copied by patrons. The patron will accept complete responsibility for the copyrighted materials.

### **Basic Rules:**

1. All patrons using computers must sign-in and agree to the district's current internet/computer usage policy.
2. Patrons must sign-in and leave an acceptable form of identification at the circulation desk. The identification may be returned after the computer has been successfully logged off by staff.
3. Patrons owing fines will not be allowed access until all fines are paid.
4. Patrons using the internet must be at least 18 years of age. Patrons under the age of 18 may use the internet upon completion of a signed parental permission form. The parental permission form must be filled out at the library by a parent or legal guardian. Any patron under the age of 10 **MUST** be accompanied by an adult while accessing the internet **at all times**.
5. Each computer in the library will be limited to a one half hour time slot. Patrons may reserve the computer in advance for a specific half hour block depending on availability. This time may be extended to a maximum of one hour daily upon availability and no blocks of time have been reserved. Patron usage is limited to an accumulative total of four hours per week (Monday through Saturday). Reserve time, whether used or not, is calculated in the patrons weekly accumulative time.
6. The library does reserve the right to set aside blocks of time for library programming or training as needed.
7. The library does allow access/usage of web based email services such as Google, Hotmail, etc. However, the district does not warrant any guarantees of access to these services nor does the district provide any type of email services for patrons.
8. No patrons are to have any food or drinks in the library.

### **Restrictions:**

1. Uses that violate the law or encourage others to violate the law; transmitting of offensive or harassing messages; offering for sale or use any substance the possession or use of is prohibited by law; viewing, transmitting or downloading pornographic materials; downloading or transmitting confidential, trade secret information, or copyrighted materials. Even if materials on the networks are not marked with a copyright symbol, users should assume that all materials are protected unless there is explicit permission on the materials to freely use.
2. Uses that cause harm to others or damage to their property. Engaging in defamation (harming another's reputation with lies); uploading a worm, virus, malicious software, or any harmful form of programming or vandalism; participating in 'hacking' activities or any form of unauthorized access to other computers, networks, or information systems.

3. Uses that jeopardize the security of access of the computer network or other networks on the internet or for internal use. Disclosing or sharing a user's sensitive information such as passwords or account names with others; impersonating another user; using one's own software on the library's computers; altering the library's computer settings and configurations; damaging or modifying computer equipment or software.
4. Uses that compromise the safety and security of minors when using e-mail, chat rooms, and other forms of direct electronic communications; Minors under the age of 17 giving others online private information about one's self or others, including credit card numbers and social security numbers; arranging a face-to-face meeting with someone one has 'met' on the computer network or internet without express permission from a parent or legal guardian.
5. Use that violate confidentiality of information: as affirmed in several Kentucky Attorney General opinions, Kentucky law recognizes the confidentiality of library records. Personally identifiable information about users, including minors, will not be disclosed or used in any way, except to law enforcement authority as is required by law. Users should be aware, however, that due to the technical difficulties involved in providing absolute security, transactions and files could potentially become public.
6. Due to the limited resources available for provision of public access to the internet, the district reserves the right to limit the amount of time and individual user may have access to library equipment.
7. Library staff members will assist customers, as time permits, with basic internet navigation, computer and/or printer guidance. Staff cannot conduct in-depth or individual training sessions.
8. Users may not attempt to gain access to materials offensive in nature to other patrons including pornographic sites.
9. Users may not attempt to reconfigure systems or software, or in any way interfere with or disrupt the computer system, network setup, and/or services of the library; Users may not load personal software on the machines.
10. Users may not unplug, remove, or otherwise attempt to modify library equipment in any way.
11. No more than two people may use a workstation at one time.
12. If any user abuses or engages in any unauthorized use of library equipment, his/her computer privileges will be denied for one month effective immediately. Continued unauthorized use of library equipment can result in permanent loss of privileges. If a patron refuses a staff request to end problem behavior, the patron will be asked to leave the library. If the staff feels the need they may call upon the assistance of others including supervisory staff and/or police.
13. Computers will be shut down *no later* than 15 minutes before closing.

**Disclaimer:** The District has no control over the information on the internet and cannot be held responsible for its content, accuracy or imaging. The internet offers a wealth of educational, recreational, and cultural information. It is the user's responsibility to choose which resources to access. Be aware the internet can be unsafe and materials accessible through it may be inaccurate, incomplete, outdated, biased, inappropriate, or offensive. Since the District has no control over the content, individuals are advised to use it at their own risk. Users are cautioned to access and evaluate materials online as they would a printed source. The District does not vouch for or endorse viewpoints or information found on the internet just as it does not do so for printed materials in the collection.

The Pike County Public Library District reserves the right to modify the Internet Usage Policy and/or Computer Usage Policy at any time. It is the responsibility of the patron to read updates on policies that may change over time. Any and all updates will be posted in the libraries by staff as they are updated to reflect current usage trends.

### Internet User Agreement for Adults 18 and Older

As a patron and user of the Pike County Public Library District, I have read and understand the policies and hereby agree to comply with the rules and regulations governing the access to the internet via the library computers. I will not hold the Pike County Public Library District or any staff personally responsible for any information accessed, viewed, or used from the internet. I will further be responsible for appropriate and fair use of the Library District's devices and equipment.

**Patron Signature:**

**Card #:**

**Date:**    /    /

### Internet User Agreement for Children 17 and Younger

Before a child under the age of 18 can use the internet service at the Pike County Public Library District, that child **MUST** have a User Agreement signed by his/her parent. Notation will be made on his/her computer registration record.

The following stipulations govern children and minor's internet use: Pike County Public Library District cannot censor a child's use of the internet. Therefore, it is required that each child has parental assistance when choosing to use the internet. Any children ages 19 or under **MUST** have a parent immediately oversee every aspect of the child's internet experience.

As a parent or legal guardian of the child, I grant permission for him/her to access the internet at the Pike County Public Library District. I understand that some materials on the internet may be objectionable to our family, but I accept the responsibility for guidance of internet use for my child. I will further be responsible for my child's appropriate and fair use of the Library District's devices and equipment.

**Child's Signature:**

**Card #:**

**Date:**    /    /

**Parent's Signature:**

**Card #:**

**Date:**    /    /